THE NEW SCHOOL
A UNIVERSITY

Office of Human Resources

Fiscal Year 2012-2013 Third Quarter Leave Report January 1, 2013 – March 31, 2013

NOTE THAT ALL LEAVES ARE NOW BEING TRACKED BY HOURS, RATHER THAN DAYS.

This *Administrative Staff Leave Report Form for 3rd Quarter of Fiscal Year 12/13* will assist your department/division and the Human Resources Department in tracking accrual and usage of vacation leave and floating holidays. You must submit this form to your supervisor in sufficient time for his or her signature and submission to the Human Resources Department. If you have any questions regarding time reporting, please call Human Resources at 212-229-5671. This report must be submitted by April 3, 2013.

Please note that leave time should not be claimed for the shaded holiday dates shown in the calendars below.

Please indicate leave category and hours taken for each day using the following codes:	V# - Vacation (for a 7 hour work day, enter V7)	F# - Floating Holiday (for a 7 hour work day, enter F7)	B# - Bereavement (for a 7 hour work day, enter B7)	S# - Sick Leave (for a 7 hour work day, enter S7)	L# - Leave Without Pay (for a 7 hour work day, enter L7)	O# - Other: Please explain at the bottom of the page (for a 7 hour work day, enter O7)

Employee ID: N _____ Last Name:(please print) _____ First Name: _____

Supervisor ID: N _____ Last Name:(please print) _____ First Name: _____

CHECK ONE: ☐ **Full-Time Admin. Employee** ☐ **Part-Time Admin. Employee**

(Remember to enter # hours used for each day indicated in the tables below)

JANUARY

S	M	T	W	T	F	S
		1 H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 H	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 H	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Vacation *hours* used: _____ **Total Floating Holiday *hours* used:** _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Please return to Office of Human Resources at 79 Fifth Ave., 18th Floor by April 3, 2013