- Enter dates of Family Medical Leave in Comments; see back for routing.
- Overtime-exempt employees do not earn compensatory time; however, the employees may use compensatory time earned previously in overtime-eligible positions.
- The maximum annual leave balance for civil service employees is 240 hours. See WAC 357-31-215 for exceptions.
- Bargaining unit employees are to refer to the appropriate contract.

LEAVE REPORT
Classified Employees
Overtime Exempt Civil Service and Excepted Collective Bargaining Unit Employees

WSU ID NO.		NAME *Last, First, Middle Initial*		EMPLOYING DEPARTMENT		
MONTH	YEAR	TITLE	TITLE CODE	% FTE	TERM (months)	MAIL CODE

FMP 12/05/07 *WSU1300-GENEX132-1207*

Leave Hours Taken	Total Hours	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
Annual Leave																																
Sick Leave																																
Comp. Time Off																																
Leave w/o Pay																																
Personal Holiday																																
Holiday																																
Bereavement																																
Training Leave																																
Civil Leave																																
Military Training																																
Shared Leave																																
Bargaining Unit #																																

Balances	Annual Leave	Sick Leave	Shared Leave	Comp. Time
Previous Balances				
Subtract Hours Used				
Subtract Donated Hours				
Add Hours Earned or Shared Leave Received				
Current Balance				
Administrative Correction				

Comments

I certify that this is an accurate report of my leave hours and compensatory time earned.

Employee's Signature X

Date

Supervisor's Signature X

Date

Administrative Approval X

Date