

<b>ANNUAL LEAVE RECORD FOR MLC PERSONNEL</b> <i>(INSTRUCTIONS ON REVERSE)</i>	NAME ( Last - First)	UNIT OF ASSIGNMENT	EOD DATE
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HOURS ACCRUABLE IN CALENDAR YEAR _____	_____ HOURS											
HOURS CARRIED OVER FROM PRIOR CALENDAR YEAR _____	_____ HOURS (Must be taken prior to _____ .)											
TOTAL HOURS AVAILABLE IN _____	_____ HOURS											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HOURS AVAILABLE THRU 12/31/ _____												
HOURS TAKEN												
BALANCE END OF MONTH												
TOTAL HRS LEAVE TAKEN SINCE 1/1/ _____												

  

HOURS ACCRUABLE IN CALENDAR YEAR _____	_____ HOURS											
HOURS CARRIED OVER FROM PRIOR CALENDAR YEAR _____	_____ HOURS (Must be taken prior to _____ .)											
TOTAL HOURS AVAILABLE IN _____	_____ HOURS											
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HOURS AVAILABLE THRU 12/31/ _____												
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**REMARKS**

  

NAME ( Last - First)	UNIT OF ASSIGNMENT	EOD DATE
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## INSTRUCTIONS FOR PREPARATION - ANNUAL LEAVE RECORD FOR MLC PERSONNEL

1. Reference: Chapter 7, MLC

2. General:

a. Annual leave shall be accrued at the rate of 20 days (160 hours) for a full calendar year. Employees hired on a permanent basis during a calendar year shall be authorized leave at the rate of 20/12ths of a working day for the month of hire as a permanent employee and for each of the remaining months of the calendar year. Fractions of less than 1/2 day of leave computed as above shall be dropped and fractions of 1/2 day or more shall be considered as a full day. The number of full days as derived through above cited computation will then be converted into hours. Normally, leave accrued must be taken within the calendar year in which earned.

b. Entries will be made each month from the Time and Attendance Record.

3. This form will be completed as indicated below:

a. Name, Unit of Assignment and EOD Date information may be entered on the top or bottom line, depending on the method of filing to be used. "EOD Date" means "entry on duty date" which is the date of hire.

b. Hours Accruable in Calendar Year \_\_\_\_\_. Enter the appropriate year. Enter the number of hours in accordance with 2a above.

c. Hours Carried Over From Prior Calendar Year: Enter only when applicable. (The supervisor, in unusual cases, may permit leave to be taken after the beginning of the following year when an employee is unable to use the leave accrued during the previous year).

d. Total Hours Available in \_\_\_\_\_. Enter the appropriate year. Enter the sum of 3b and c above.

e. Hours Available thru 12/31/\_\_\_\_\_: Enter the appropriate year. The initial entry will be the month the employee attains permanent status. Enter the same number of hours in that month as shown in the block above. For each subsequent month transcribe "Balance End of Month" figure for preceding month.

f. Hours Taken: Self-explanatory.

g. Balance End of Month: Enter the number of hours of accrued leave available to the employee at the end of each month.

h. Total Hours Leave Taken Since 1/1/\_\_\_\_\_: Enter appropriate year. Enter the cumulative number of hours of leave taken.

4. The second half of the form is to be used for subsequent calendar years.