

1. EMPLOYEE'S NAME

2. SUPERVISOR'S NAME

3. DEPARTMENT, DIVISION, UNIT

4. RECORD OF ABSENCES: Sick Leave - *Red* Vacation - *Blue* Off Payroll - *Green* Holiday - *Brown* Personal Holiday - *Purple*

STATE PAY PERIOD CALENDAR FOR 2013

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
JANUARY 22 DAYS 176 HRS.							FEBRUARY 21 DAYS 168 HRS.							MARCH 21 DAYS 168 HRS.									
		1	2	3	4	5					31	1	2						1	2			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9			
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23			
27	28	29	30	▷			24	25	26	27	28			24	25	26	27	28	29	30			
														31									
APRIL 22 DAYS 176 HRS.							MAY 22 DAYS 176 HRS.							JUNE 21 DAYS 168 HRS.									
		1	2	3	4	5	6					1	2	3	4							31	1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8			
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15			
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22			
28	29	30					26	27	28	29	30	▷		23	24	25	26	27	28	29			
														30									
JULY 22 DAYS 176 HRS.							AUGUST 22 DAYS 176 HRS.							SEPTEMBER 22 DAYS 176 HRS.									
		1	2	3	4	5	6					31	1	2	3							30	31
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7			
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14			
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21			
28	29	30	▷				25	26	27	28	29	▷		22	23	24	25	26	27	28			
														29	30								
OCTOBER 22 DAYS 176 HRS.							NOVEMBER 22 DAYS 176 HRS.							DECEMBER 22 DAYS 176 HRS.									
		1	2	3	4	5					31	1	2	1	2	3	4	5	6	7			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14			
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28			
27	28	29	30	▷			24	25	26	27	28	29	30	29	30	31							

ANALYSIS OF ABSENCE RECORD FROM _____ to _____		5. PERSONAL HOLIDAY	
6. VACATION		Number of Hours _____	
A. Number of Days _____ Number of Hours _____		7. SICK LEAVE <i>This Employee</i> <i>Average Other Employees</i>	
B. Number of Different Times _____		A. Number of Days _____ Number of Hours _____	
8. ABSENCE WITHOUT PAY		B. Number of Different Times _____	
A. Number of Days _____ Number of Hours _____		C. Present Sick Leave Balance: Days _____ Hrs. _____	
B. Number of Different Times _____		9. TOTAL ABSENCES	
10. NUMBER OF WORKING DAYS IN THE PERIOD _____		A. Number of Days _____ Number of Hours _____	
NUMBER OF WORKING HOURS IN THE PERIOD _____		B. Number of Different Times _____	
11. PERCENTAGE OF WORKING DAYS ABSENT _____		PERCENTAGE OF WORKING HOURS ABSENT _____	

1. EMPLOYEE'S NAME

2. SUPERVISOR'S NAME

3. DEPARTMENT, DIVISION, UNIT

4. RECORD OF ABSENCES: Sick Leave - *Red* Vacation - *Blue* Off Payroll - *Green* Holiday - *Brown* Personal Holiday - *Purple*

STATE PAY PERIOD CALENDAR FOR 2014

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
JANUARY						22 DAYS 176 HRS.	FEBRUARY						21 DAYS 168 HRS.	MARCH						21 DAYS 168 HRS.	
			1	2	3	4						31	1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
26	27	28	29	30	▷		23	24	25	26	27	28		23	24	25	26	27	28	29	
														30	31						
APRIL						22 DAYS 176 HRS.	MAY						22 DAYS 176 HRS.	JUNE						21 DAYS 168 HRS.	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						
JULY						22 DAYS 176 HRS.	AUGUST						22 DAYS 176 HRS.	SEPTEMBER						22 DAYS 176 HRS.	
			1	2	3	4	5					31	1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	▷			24	25	26	27	28	29	30	28	29	30					
							31														
OCTOBER						22 DAYS 176 HRS.	NOVEMBER						22 DAYS 176 HRS.	DECEMBER						22 DAYS 176 HRS.	
			1	2	3	4						31	1		▷	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	▷		23	24	25	26	27	28	29	28	29	30	31				
							30	1													

ANALYSIS OF ABSENCE RECORD FROM _____ to _____		5. PERSONAL HOLIDAY Number of Hours _____	
6. VACATION A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____		7. SICK LEAVE <i>This Employee</i> _____ <i>Average Other Employees</i> _____ A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ C. Present Sick Leave Balance: Days _____ Hrs. _____	
8. ABSENCE WITHOUT PAY A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____		9. TOTAL ABSENCES A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____	
10. NUMBER OF WORKING DAYS IN THE PERIOD _____ NUMBER OF WORKING HOURS IN THE PERIOD _____		11. PERCENTAGE OF WORKING DAYS ABSENT _____ PERCENTAGE OF WORKING HOURS ABSENT _____	