STATE OF CALIFORNIA

MONTHLY EMPLOYEE LEAVE RECORD

STD. 642 (Rev. 4-93) *(Replaces STD. 642A and STD. 642B)*

Clear Print

MAX. VAC. C/O HRS. =

YEAR	POS. NO.
NAME	
SSA NO.	
STATE SERVICE AS OF	
YRS.	MOS.
WWG	CB/ID	VAC. GR. CHG. DATE
SICK LEAVE RATE	VACATION RATE
PERSONAL HOLIDAY USED	
FY	FY

	SICK LEAVE HOURS				VACATION HOURS			PERSONAL LEAVE PROGRAM			COMMENTS
	PAY PERIOD	TOTAL AVAIL.	USED	BALANCE	TOTAL AVAIL.	USED	BALANCE	EARNED	USED	BALANCE	
	JAN										
	FEB										
	MAR										
	APR										
	MAY										
	JUN										
	JUL										
	AUG										
	SEP										
	OCT										
	NOV										
	DEC										

MO.	CTO HOURS					BAL. FORWARD					EXCESS HOURS BAL. FWD.			HOL. CRED. BAL. FWD.			
	WE		WORKED		Conversion Prem. OT	TOTAL	USED	PAID OT	BALANCE	PRIOR YR OT	EARNED	USED	BALANCE	EARNED	USED	BAL.	P.Y.
	REG	FLSA	REG	FLSA													
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	
JUL																	
AUG																	
SEP																	
OCT																	
NOV																	
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