## STATE OF CALIFORNIA

## MONTHLY EMPLOYEE LEAVE RECORD

| STD. 642 (Rev. 10/2019) (Replaces STD |                               |      |              |     |          | 642A and     | STD. 642B    | 3)   |                | MAX. VAC. C/O HRS. ≃ |                |         |                                     |         |         |      |         |      |
|---------------------------------------|-------------------------------|------|--------------|-----|----------|--------------|--------------|------|----------------|----------------------|----------------|---------|-------------------------------------|---------|---------|------|---------|------|
| YEAR                                  | POS. NO.                      |      |              |     |          | SICK LEA     | VE HOUF      | RS   | VACATION HOURS |                      |                | PER     | SONAL LEAV                          | E PROGE | PROGRAM |      | ENTO    |      |
|                                       |                               |      |              |     |          | PAY PERIOD   | TOTAL AVAIL. | USEC | BALANCE        | TOTAL AVAIL.         | USED           | BALANCE | EARNE                               | D USEC  | BA      | ANCE | COMMENT | ENIS |
| NAME                                  |                               |      |              |     |          | JAN          |              |      |                |                      |                |         |                                     |         |         |      |         |      |
|                                       |                               |      |              |     |          | FEB          |              |      |                | l I                  |                |         |                                     |         |         |      |         |      |
| STATE SERVICE AS OF                   |                               |      |              |     |          | MAR          |              |      |                |                      |                |         |                                     |         |         |      |         |      |
|                                       |                               |      |              |     |          | APR          |              |      |                |                      |                |         |                                     |         |         |      |         |      |
|                                       |                               |      |              |     |          | MAY          |              |      |                |                      |                |         |                                     |         |         |      |         |      |
| YRS. MOS.                             |                               |      |              |     | ì        | JUN          |              |      | -              |                      |                |         | 1                                   |         |         |      |         |      |
| WWG CB/I                              |                               | 3/ID | VAC. GR. CHG |     | DATE     | JUL          |              |      |                |                      |                |         |                                     |         |         |      | _       |      |
|                                       |                               |      |              |     | 1        | AUG          |              |      |                | ii i                 |                |         | 1                                   |         |         |      | _       |      |
| SICK L                                | SICK LEAVE RATE VACATION RATE |      |              | SEP |          | -            | _            | -    |                | -                    | -              |         |                                     |         |         |      |         |      |
|                                       |                               |      |              | OCT |          | -            | -            |      |                |                      | I.             | _       | -                                   |         | _       |      |         |      |
|                                       | PERSONAL HOLIDAY USED         |      |              |     |          |              | -            | _    | 1              |                      | 1              |         | -                                   |         |         |      |         |      |
| FY                                    | FY                            |      | FY           |     | Į        | NOV          |              |      |                |                      |                |         | P                                   |         |         |      |         |      |
|                                       |                               |      |              |     |          | DEC          |              |      |                |                      |                |         |                                     |         |         |      |         |      |
| MO.                                   | CTO HOURS                     |      |              |     |          | BAL. FORWARD |              |      |                |                      |                |         | EXCESS HOURS BAL. FWD. HOL. CRED. B |         |         |      |         | VD.  |
|                                       |                               | FLSA | REG FLSA     |     | Conversi |              | AL USED      |      | PAID OT        | BALANCE              | PRIOR<br>YR OT | EARNED  | USED                                | BALANCE | EARNED  | USED | BAL.    | P.Y. |
| JAN                                   |                               |      |              |     |          |              |              |      |                |                      | .11 01         |         |                                     |         |         |      |         |      |
| FEB                                   |                               |      |              |     |          |              |              |      |                |                      |                |         |                                     |         |         |      |         |      |
| MAR                                   |                               |      |              |     |          |              |              |      |                |                      |                | Ti Ti   |                                     |         |         |      |         |      |
| APR                                   |                               | i i  |              |     |          | 1            |              |      |                |                      |                | T i     |                                     |         |         |      |         |      |

| MO. |     | CIOF | HOURS  |      |            |       | BAL. FORWARD |          |         |       |         | S HOURS | HOL. CRED. BAL. FWD. |         |       |      |      |
|-----|-----|------|--------|------|------------|-------|--------------|----------|---------|-------|---------|---------|----------------------|---------|-------|------|------|
|     | WE  |      | WORKED |      | Conversion | TOTAL | USED         | PAID OT  | BALANCE | PRIOR | EARNED  | LISED   | BALANCE              | EARNED  | LISED | DAL  | PV   |
|     | REG | FLSA | REG    | FLSA | Prem OI    |       | 3020         | 1 710 01 | BALANGE | YR OT | LAMILED | USEU    | BALANCE              | EARINED | USEU  | DAL. | 7.77 |
| JAN |     |      |        |      | ,          |       |              |          |         |       |         |         |                      |         |       |      |      |
| FEB |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| MAR |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| APR |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| MAY |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| JUN |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| JUL |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| AUG |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| SEP |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| ОСТ |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| Nov |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |
| DEC |     |      |        |      |            |       |              |          |         |       |         |         |                      |         |       |      |      |