

MONTHLY EMPLOYEE LEAVE RECORD

STD. 642 (Rev. 10/2019) (Replaces STD. 642A and STD. 642B)

MAX. VAC. C/O HRS. =

YEAR	POS. NO.	SICK LEAVE HOURS			VACATION HOURS			PERSONAL LEAVE PROGRAM			COMMENTS	
		PAY PERIOD	TOTAL AVAIL.	USED	BALANCE	TOTAL AVAIL.	USED	BALANCE	EARNED	USED		BALANCE
NAME		JAN										
		FEB										
SSA NO.		MAR										
		APR										
STATE SERVICE AS OF		MAY										
		JUN										
YRS.	MOS.	JUL										
WWG	CB/ID		VAC. GR. CHG. DATE									
SICK LEAVE RATE		VACATION RATE	AUG									
			SEP									
PERSONAL HOLIDAY USED			OCT									
			NOV									
FY		FY	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																	
DEC																	

