

ANNUAL LEAVE CREDITS STATEMENT

STD. 644 (Rev. 10/2019)

| | | | |
|-----------------|------|-----------------|---|
| EMPLOYEE'S NAME | | DATE PREPARED | PREPARED BY ATTENDANCE RECORDS OFFICE (Signature) |
| DEPARTMENT | UNIT | WORK WEEK GROUP | |

This is your record of sick leave, vacation, annual leave, personal leave days, and overtime credited to you as of October 1, of this year. Leave credit earnings and eligibility are affected by the Memorandum of Understanding between your exclusive representative and the State of California.

More detailed information on the earning of leave credits, and overtime may be obtained from your attendance clerk, departmental personnel office, or exclusive representative.

Representative employees shall receive vacation/annual leave credits in accordance with the Memorandum of Understanding. Nonrepresented employees shall receive vacation/annual leave credit in accordance with Department of Personnel Administration (DPA) Laws and Rules.

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|--|---|---|--|--|
| VACATION/ANNUAL LEAVE GROUP CODE | VACATION/ANNUAL LEAVE CREDIT EARNED PER PAY PERIOD IN HOURS | YOUR MAXIMUM VACATION/ANNUAL LEAVE CARRY-OVER IN HOURS IS | YOUR EARNING CATEGORY WILL CHANGE DURING THE NEXT 12 PAY PERIODS <input type="checkbox"/> YES <input type="checkbox"/> NO | IF YES, YOU WILL RECEIVE THE HIGHER CREDITS IN THE PAY PERIOD FOR (Month) (Year) 19 |
| SATURDAY/HOLIDAY AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO | | PERSONAL HOLIDAY <input type="checkbox"/> USED <input type="checkbox"/> NOT USED <input type="checkbox"/> NOT ELIGIBLE UNTIL COMPLETION OF 6 MONTHS OF THE INITIAL PROBATIONARY PERIOD | | |

| PAY PERIOD | SICK LEAVE HOURS | | | VACATION/ANNUAL LEAVE HOURS | | | PERSONAL LEAVE DAYS (IN HOURS) | | | OVERTIME HOURS | | | | |
|------------|------------------|------|---------|-----------------------------|------|---------|--------------------------------|------|---------|-----------------|--------|------|---------|---------------------|
| | TOTAL AVAILABLE | USED | BALANCE | TOTAL AVAILABLE | USED | BALANCE | TOTAL AVAILABLE | USED | BALANCE | TOTAL AVAILABLE | WORKED | USED | BALANCE | PRIOR YEAR OVERTIME |
| OCT | | | | | | | | | | | | | | |
| NOV | | | | | | | | | | | | | | |
| DEC | | | | | | | | | | | | | | |
| JAN | | | | | | | | | | | | | | |
| FEB | | | | | | | | | | | | | | |
| MAR | | | | | | | | | | | | | | |
| APR | | | | | | | | | | | | | | |
| MAY | | | | | | | | | | | | | | |
| JUNE | | | | | | | | | | | | | | |
| JULY | | | | | | | | | | | | | | |
| AUG | | | | | | | | | | | | | | |
| SEPT | | | | | | | | | | | | | | |

These are your credits as of the first of the Pay Period shown. If you have any questions concerning them, notify the office to which your attendance is reported.

Keep this record up to date by Pay Period so you will know where you stand.