

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.

		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	▷			

FEBRUARY 21 DAYS 168 HRS.

					31	1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			

MARCH 21 DAYS 168 HRS.

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

APRIL 22 DAYS 176 HRS.

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

MAY 22 DAYS 176 HRS.

				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	▷		

JUNE 21 DAYS 168 HRS.

						31	1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

JULY 22 DAYS 176 HRS.

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	▷				

AUGUST 22 DAYS 176 HRS.

				31	1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	▷		

SEPTEMBER 22 DAYS 176 HRS.

						30	31
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

OCTOBER 22 DAYS 176 HRS.

		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	▷			

NOVEMBER 22 DAYS 176 HRS.

					31	1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

DECEMBER 22 DAYS 176 HRS.

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

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 _____	

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														

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