



Human Resources & Payroll  
4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
Phone: 703-993-2600; Fax: 703-993-2601

Amended Leave Report: Instructional, Research & Administrative/Professional Faculty

Name:   
G #:   
Position #:  Suffix:

Department:   
Organization #:   
Time Sheet Period:

Documentation of leave use for the fiscal year must be on file with Payroll to support any unused leave days carried forward or paid out upon separation.

Leave Categories	Number of Hours Used	Date
Annual Leave	<input type="text"/>	<input type="text"/>
Traditional Sick Leave	<input type="text"/>	<input type="text"/>
VSDP Family & Personal Leave	<input type="text"/>	<input type="text"/>
VSDP Sick Leave	<input type="text"/>	<input type="text"/>
VSDP – Short Term Disability Leave	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>

*(Note: you are eligible for either traditional sick leave or for VSDP Family and Personal Leave, not both. If you are unsure of your status, please contact HR & Payroll)*

**Please note:** Payout of unused annual leave upon termination will be in accordance with contract provisions. Payment of sick leave upon termination is not authorized.

Twenty-four days of annual leave are accrued per fiscal year. Twenty-one days may be carried forward from one fiscal year to the next. Thirty-six days is the maximum accumulation. Annual leave is pro-rated for periods of employment of less than one year at the rate of two days per month worked. Part-time employees have proportionate accrual maximums. Upon separation, leave payout is based on leave earned, not leave granted.

I certify that the time sheet I am submitting correctly and accurately reflects leave taken during this time period.

Signature:  Approved By:  Date:

Printed Name:  Printed Name:

Reset

Print

7/7/2014