

EMPLOYEE SERVICE RECORD

2026

YEAR

EMPLOYEE NUMER

NAME AS ON SOCIAL SECURITY CARD (Mr., Mrs., Miss)	SOC.SEC.NO.	CLASSIFICATION
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ADDRESS	OFFICE, BOARD OR DEPT.	BEGIN DATE EMPL.	ACCRUAL DATE
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PAY PERIOD	FIRST WEEK							SECOND WEEK							PAY DATE	VACATION LEAVE			SICK LEAVE			NOTES		
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		TAKEN	EARNED	BALANCE	TAKEN	EARNED	BALANCE			
12/14/25-12/27/25															01/09/26									
12/28/25-01/10/2026															01/23/26									
01/11-1/24															02/06/26									
01/25-02/07															02/20/26									
02/08- 02/21															03/06/26									
02/22- 03/07															03/20/26									
03/08 - 03/21															04/02/26									
03/22- 04/04															04/17/26									
04/05- 04/18															05/01/26									
04/19- 05/02															05/15/26									
05/03- 05/16															05/29/26									
05/17- 05/30															06/12/26									
05/31 - 06/13															06/26/26									
06/14- 06/27															07/10/26									
06/28- 07/11															07/24/26									
07/12- 07/25															08/07/26									
07/26- 08/08															08/21/26									
08/09- 08/22															09/04/26									
08/23- 09/05															09/18/26									
09/06- 09/19															10/02/26									
09/20- 10/03															10/16/26									
10/04- 10/17															10/30/26									
10/18- 10/31															11/13/26									
11/01- 11/14															11/25/26									
11/15- 11/28															12/11/26									
11/29- 12/12															12/23/26									
12/13- 12/26															01/08/27									

S-SICK L - LOST TIME OL-OTHER AUTHORIZED LEAVE
 * = Salary Accrual

HOURLY SHOW VACATION/SICK DAYS IN 1/2 HOUR INCREMENTS
 EXEMPT SHOW VACATION/SICK IN 1/4 DAY INCREMENTS