Record leave taken in red using codes at the bottom of the card. Eight-hour days are noted with just the code. Less than eight-hour work days (or more in the case of 10-hour work days) are noted with both the number of hours taken and the code. Leave balances on the right side of the card are completed in pencil.

The exact number of overtime hours worked are recorded on the day(s) worked at OT or ST in black ink. If the person is eligible for time and one-half, the hours should be converted in the “Overtime Earned” column. If the person is eligible for straight time only, the hours are transferred to that column. When the person takes the comp time off, it is indicated in red on the day taken off.
## 1993 Attendance and Leave Record

### NAME: Smith, Mary
### Department: Human Resources
### State Hire Date: 4/12/81
### UNLV Hire Date: 4/12/81
### Contract: A
### Employment Status: Post-Doctoral
### Classification: Classified

<table>
<thead>
<tr>
<th>Date</th>
<th>SICK LEAVE</th>
<th>ANNUAL LEAVE</th>
<th>COMP TIME</th>
<th>FS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 21</td>
<td>0 0 M M M M X X</td>
<td>M M M M</td>
<td>Er'd</td>
<td>X</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>5 S S S B B X X</td>
<td>1/5 6 A X X</td>
<td>FD</td>
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<tr>
<td>Mar. 23</td>
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<td>X X</td>
<td>X</td>
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<tr>
<td>Apr. 22</td>
<td>A 4 A X X J 4J</td>
<td>6C X X</td>
<td>2X S</td>
<td>X</td>
</tr>
<tr>
<td>May 21</td>
<td>X X</td>
<td>8 OT X X</td>
<td>X</td>
<td></td>
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<td>June 22</td>
<td>4C X X</td>
<td>4 C A A</td>
<td>10 — 20 12 28 5 — 8 4</td>
<td></td>
</tr>
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</table>

### Leave Details:
- **Annual Leave**
- **Family Leave**
- **Medical Leave**
- **Parental Leave Without Pay**
- **State Industrial Injury Leave**
- **Straight Time**
- **Overtime**
- **Military**
- ** Jury Duty**
- **Holiday**
- **State Ind. Injury Leave**
- **Non-Work Day**

### Leave Bank:
- **Sick Leave Bank:**
  - **Start earning 12 hrs of Annual Leave:**
  - **April CS used:** 16 Hours
  - **SIIS Buy Back:**
    - **SIIS:** 77766 $200.00
    - **25 Hours**

### Other Details:
- **SMITH, Mary**
- **DEPT:** Human Resources
- **NAME:** Smith, Mary
- **STATE HIRE DATE:** 4/12/81
- **UNLV HIRE DATE:** 4/12/81
- **CONTRACT A:** Post-Doctoral
- **Classification:** Classified

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## 1993 Attendance and Leave Record

### NAME: Doe, John
### Department: Purchasing
### State Hire Date: 7/01/85
### UNLV Hire Date: 7/01/85
### Contract: A

<table>
<thead>
<tr>
<th>Date</th>
<th>SICK LEAVE</th>
<th>ANNUAL LEAVE</th>
<th>COMP TIME</th>
<th>FS</th>
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<td>X X</td>
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<td>X X H</td>
<td>A A</td>
<td>X H</td>
<td>CS 16</td>
</tr>
</tbody>
</table>

### Leave Details:
- **SICK LEAVE**
- **ANNUAL LEAVE**
- **COMP TIME**

### Other Details:
- **NAME:** Doe, John
- **STATE HIRE DATE:** 7/01/85
- **UNLV HIRE DATE:** 7/01/85
- **CONTRACT A:** Post-Doctoral
- **Classification:** Classified

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