



See Reverse Side for Instructions

Last name		First Name and Initial										PSU ID				Date of Hire				HOURS OF VACATION			HOURS OF SICK LEAVE*			Holiday Compensatory Time Balance	Months of Service												
College or Administrative Area	Department										Job Title				Earned	Used	Balance	Earned	Used	Balance																			
	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	Earned	Used	Balance	Earned	Used	Balance		
JAN																																							
FEB																																							
MAR																																							
APR																																							
MAY																																							
JUNE																																							
JULY																																							
AUG																																							
SEPT																																							
OCT																																							
NOV																																							
DEC																																							
Month	Employee's Initials	Date	Approved Initials	Date	Month	Employee's Initials	Date	Approved Initials	Date	Month	Employee's Initials	Date	Approved Initials	Date															TOTAL										
JAN					MAY					SEPT																													
FEB					JUNE					OCT																													
MAR					JULY					NOV																													
APR					AUG					DEC																													

PERSONAL HOLIDAY

Was Personal Holiday carried over from last year?

Yes
 No

If yes, circle the P on the date used. (see symbols on back of card).

INSTRUCTIONS

Record all absences by indicating the proper code in the block provided for that date.

- The card shall be initialed each month by the employee and his/her supervisor to indicate agreement on the part of both as to the accuracy of the figures for the month in question. You must complete and initial the card in ink.
- Duplicate cards may be maintained by the employee and his/her supervisor.
- The **original** card is to be forwarded via the Human Resources Representative or Director of Business Services to the Office of Human Resources, Box 18 Rider Building, University Park by February 15 of the following year.
- For terminations occurring during the calendar year, the **original** card is forwarded immediately upon termination rather than being held until February 15.
- **Note:** for time missed from work, number of hours not worked should be listed with appropriate symbol. (For example: 8 hours of family sick time = 8SF)

EXAMPLES OF USE OF SYMBOLS

A	Accident covered by Workers' Comp., charged as 1/3 day sick leave	SF	Full day sick family leave used	NP	Full day absence without pay	S	Full day sick leave used	V	Full day vacation used
A	Accident covered by Workers' Comp., charged as 1/3 day vacation time	SFA	Full day sick family leave used under FMLA* provisions	NPA	Full day absence without pay used under FMLA* provisions	SA	Full day sick leave used under FMLA* provisions	VA	Full day vacation used under FMLA* provisions
C	Full day holiday compensatory time off used	GA	PA National Guard – Active Duty; <i>no limit</i>	OP	Full day – other paid time used; <i>ambulance driving, jury duty, etc.</i>	S	Full day sick leave charged to vacation		
CA	Full day holiday compensatory time off used under FMLA* provisions	GT	PA National Guard – Field Training; <i>maximum 15 days/year</i>	P	Personal holiday				
F	Full day approved funeral leave	H	Holiday	PA	Personal holiday used under FMLA* provisions				
		MR	Military Reserve absence; <i>maximum 15 days/year</i>						

*FMLA—Family and Medical Leave Act
Refer to HRG-11 in the Policy Manual

VACATION ACCUMULATION CHART

Vacation is accumulated according to the following schedule:

	Monthly Rate of Accumulation	Maximum Accumulation Allowed**
During the first twenty-five (25) years of continuous employment in a standing or fixed-term I position	16 hours	240 hours
From the beginning of the twenty-sixth (26th) continuous year and thereafter	18 hours	264 hours

**See HR-88 for calculating maximum vacation accumulations for such appointments.