

Materials Science & Engineering
MONTHLY EPA LEAVE RECORD
 _____ 2009

Date	Hours of Vacation Taken	Hours of Sick Leave Taken
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		
TOTAL		

Optional	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center; width: 30%;">Vacation</td> <td style="text-align: center; width: 30%;">Sick</td> </tr> <tr> <td>Total Forward</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Total Earned</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Used This Month</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Ending Balance</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>		Vacation	Sick	Total Forward	_____	_____	Total Earned	_____	_____	Used This Month	_____	_____	Ending Balance	_____	_____
	Vacation	Sick														
Total Forward	_____	_____														
Total Earned	_____	_____														
Used This Month	_____	_____														
Ending Balance	_____	_____														

Print Name _____

Signature **Date**

Supervisor's Signature: _____ **Date:** _____