



2012 LEAVE CALENDAR

Employee Name: _____ Title: _____

KEY:

F = FMLA

M = Maternity Disability—COMBINE WITH APPLICABLE TYPE OF LEAVE

S = Sick

CD = Closure Day

P = Personal Holiday

H = Holiday

C = Comp Time

U = Unpaid & INCLUDE # OF HOURS PER DAY OF LEAVE

V = Vacation

January							DAYS USED
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13 CD	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

February							DAYS USED
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17 CD	18	
19	20	21	22	23	24	25	
26	27	28	29				

March							DAYS USED
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16 CD	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

April							DAYS USED
S	M	T	W	T	F	S	
1	2	3	4	5	6 CD	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

May							DAYS USED
S	M	T	W	T	F	S	
		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 CD	26	
27	28	29	30	31			

June							DAYS USED
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15 CD	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

July							DAYS USED
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13 CD	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

August							DAYS USED
S	M	T	W	T	F	S	
			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 CD		

September							DAYS USED
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14 CD	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

October							DAYS USED
S	M	T	W	T	F	S	
	1	2	3	4	5 CD	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				

November							DAYS USED
S	M	T	W	T	F	S	
				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		

December							DAYS USED
S	M	T	W	T	F	S	
						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						