



MONTHLY PAYROLL LEAVE REPORT

PAYROLL MONTH _____ YEAR _____

NAME _____ EMPLOYEE ID # _____ No SSNs

DEPARTMENT _____ EXTENSION _____

INSTRUCTIONS:

- 1. All Administrative and Professional Staff must complete and submit a Monthly Payroll Report to the Payroll Office each month so that used leave categories can be recorded accurately for each reporting period. The accrual reporting period begins on the 16th of the previous month and ends on the 15th of the current month. Reminder, your pay will reflect the entire current month. Note: Monthly Payroll Leave Reports are for accrual purposes only, it is not a time sheet.
2. Identify the appropriate category for each full day off during the reporting period by entering an "X" in the "Vacation" or "Sick" column, or by entering the appropriate Reporting Code into the "Other" column. The Reporting Codes are listed below. Employees should record "HOL" if they observed the College's provided paid holiday.

Previous Month

Table with 4 columns: DAY, VACATION, SICK LEAVE, OTHER. Rows for days 16-31 and a Subtotal row.

Current Month

Table with 4 columns: DAY, VACATION, SICK LEAVE, OTHER. Rows for days 1-15, Subtotal, and TOTAL rows.

By checking this box and signing below, I attest that I worked my full schedule during the reporting period and did not use any of the noted paid/unpaid leave categories.

The completed form must be signed by the employee and the supervisor, and submitted to the Payroll Office by the 15th of every month.

Reporting Codes:

PH Personal Holiday BR Bereavement HOL Holiday
JR Jury Duty REL Reproductive Loss LWOP Leave Without Pay

Confirming Signatures:

By signing below, I certify that the information provided on this form is true and correct.

Employee Signature Date

Supervisor Signature Date

Reporting Codes

Vacation leave is available for eligible employees to rest, relax, and pursue special interests. The maximum accrual is 240 hours (30 days). Vacation leave is not available for use by new hires until completion of the 180-day probationary period. Refer to the Employee Handbook for additional Vacation Leave details.

Sick leave can be used for employees to attend medical or dental appointments that have to be scheduled during working hours. For additional sick leave uses, please refer to the Employee Handbook (pages 56-58). Sick leave is not available for use by new hires until the 90th day of employment. The maximum accrual is 480 hours.

Holiday Pay Each fiscal year the College announces the observed holiday schedule. Eligible employees who observe the designated holiday(s) should note the day(s) as “HOL” in the “Other” column on their monthly payroll report.

Personal Holiday Benefit eligible employees who have completed their first 180 days of probationary status employment may at the discretion of the College, receive floating holiday time if issued.

Jury Duty is paid up to ten (10) days within one calendar year. At the completion of service, the employee is required to submit the attendance slip to the Payroll Office.

Bereavement Leave the College will pay for up to 5 workdays due to the death of a child, spouse, domestic partner, parent, sibling, grandchild, grandparent or immediate in-law or step-related immediate family member.

Reproductive Loss Employees are eligible for up to 5-days time-off for a reproductive loss event. In most cases, leave must be taken within three months of the event and can be taken intermittently. Reproductive loss is an unpaid leave, sick leave may be used if the employee wishes to receive pay for time off. Reproductive loss is defined as a failed adaption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction of an employee, spouse or domestic partner.

Leave Without Pay is recorded when the employee is not eligible for or has unavailable “Vacation,” “Sick,” or “Personal Holiday” accruals. Time off will be unpaid.