

2020 Leave Record
for Part-Time Employee

U.S. Department of Housing and Urban Development
Office of Chief Human Capital Officer

Name		Employee ID					Leave Category				
Annual Leave () hours earned per () hours worked		Annual Leave Balance as of (mm/dd/yyyy)			Sick Leave 1 hr. earned per 20 hrs. worked			Sick Leave Balance as of			
No.	Pay Period Dates	a. Carryover hrs. from pror ppd	b. Total hrs. worked this ppd	c. Total hrs.	d. Annual leave earned this ppd	e. Carryover to next ppd.	a. Carryover hrs. from prior ppd.	b. Total hrs. worked this ppd	c. Total hrs.	d. Sick Leave earned this ppd	e. Carryover to next ppd
01	Jan 05 - Jan 18										
02	Jan 19 - Feb 01										
03	Feb 02 - Feb 15										
04	Feb 16- Feb 29										
05	Mar 01 - Mar 14										
06	Mar 15 - Mar 28										
07	Mar 29 - Apr 11										
08	Apr 12 - Apr 25										
09	Apr 26 - May 09										
10	May 10- May 23										
11	May 24 - June 06										
12	June 07 - June 20										
13	June 21 - July 04										
14	July 05 - July 18										
15	July 19 - Aug 01										
16	Aug 02 - Aug 15										
17	Aug 16 - Aug 29										
18	Aug 30 - Sept 12										
19	Sept 13 - Sept 26										
20	Sept 27 - Oct 10										
21	Oct 11 - Oct 24										
22	Oct 25 - Nov 07										
23	Nov 08 - Nov 21										
24	Nov 22 - Dec 05										
25	Dec 06 - Dec 19										
26	Dec 20 - Jan 02										

Previous editions are obsolete

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