

2017 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 prior 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 08 - Jan 21										
02	Jan 22 - Feb 03										
03	Feb 04 - Feb 18										
04	Feb 19- Mar 04										
05	Mar 05 - Mar 18										
06	Mar 19 - Apr 01										
07	Apr 02 - Apr 15										
08	Apr 16 - Apr 29										
09	Apr 30 - May 13										
10	May 14 - May 27										
11	May 28 - June 10										
12	June 11 - June 24										
13	June 25 - July 08										
14	July 09 - July 22										
15	July 23 - Aug 05										
16	Aug 06 - Aug 19										
17	Aug 20 - Sept 02										
18	Sept 03 - Sept 16										
19	Sept 17 - Sept 30										
20	Oct 01 - Oct 14										
21	Oct 15 - Oct 28										
22	Oct 29 - Nov 11										
23	Nov 12 - Nov 25										
24	Nov 26 - Dec 09										
25	Dec 10 - Dec 23										
26	Dec 24 - Jan 06										

Previous editions are obsolete

form HUD 260.2 (1/2017)