Human Resources & Payroll
4087 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

Amended Leave Report: Instructional, Research & Administrative/Professional Faculty

Name:
G#:
Position # and Suffix:

Department:
Organization #:
Time Sheet Period:

Documentation of leave use for the fiscal year must be on file with Payroll to support any unused leave days carried forward or paid out upon separation.

Leave Categories	Number of Hours Used	Date
Annual Leave		
Traditional Sick Leave		
VSDP Family & Personal Leave		
VSDP Sick Leave		
VSDP – Short Term Disability Leave		

(Note: you are eligible for either traditional sick leave or for VSDP Family and Personal Leave, not both. If you are unsure of your status, please contact HR & Payroll.)

Please note: Payout of unused annual leave upon termination will be in accordance with contract provisions. Payment of sick leave upon termination is not authorized.

Twenty-four days of annual leave are accrued per fiscal year (NOTE: During the transition year of June 25, 2007 through June 24, 2008), 12 days of annual leave are granted and 12 days are accrued). Twenty-one days may be carried forward from one fiscal year to the next. Thirty-six days is the maximum accumulation. Annual leave is pro-rated for periods of employment of less than one year at the rate of two days per month worked. Part-time employees have proportionate accrual maximums. Upon separation, leave payout is based on leave earned, not leave granted.

I certify that the time sheet I am submitting correctly and accurately reflects leave taken during this time period.

Signature: _____ Approved By: _____ Date:
Printed Name: Printed Name: