



Human Resources & Payroll
 4400 University Drive, MS 3C3, Fairfax, Virginia 22030
 Phone: 703-993-2600; Fax: 703-993-2601

PHEL Leave Report

Name:
 G #:
 Position #: 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		
Other: PHEL		

(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)

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:

Reset

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