

SICK LEAVE ACCRUAL SHEET

NAME:
UNIVERSITY ID#
DEPARTMENT:
MONTH:

SHOW ALL SICK HOURS TAKEN.

LEAVE HOURS USED:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
SICK																
LWOP																

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
SICK																
LWOP																

LWOP=Leave without pay

I certify that the above hours are correct.

Employee Signature

Department Head / Dean Signature