Instructions: 1. Complete Form, 2. Print Form, 3. Line Officer Sign Form, 4. Send to Payroll by 10th of each month

MACALESTER COLLEGE
LEAVE REPORT FOR EXEMPT STAFF

DEPARTMENT _____ MONTH _____ YEAR _____

INSTRUCTIONS:

1. This form is to be approved monthly by Line Officers to report their employees paid and unpaid leave.
2. Paid and unpaid leave (including vacation and medical) for full time and part time exempt staff should be reported in hours rounded down to the nearest quarter hour (i.e. .00, .25, .50, .75). Less then two hours are not reported.
3. Send form to Payroll Department by the 10th of each month.

Last Name, First Name	Vacation Leave Used	Medical Leave Used	Other Leave Used P = Parental Leave J = Jury Leave B = Bereavement Leave	Unpaid Leave (Time deducted from pay)

LINE OFFICER _____ _____

(Approved by Name) (Signature)

(Revised 09/01/03)