

Administrative Staff Vacation Leave Report

(To be reported Monthly)

Employee Name: _____ Payroll ID #: **D** _____

Vacation dates _____ Total # of Days _____

Vacation dates _____ Total # of Days _____

Vacation dates _____ Total # of Days _____

Vacation dates _____ Total # of Days _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

3/04 gh

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