

Vacation/Personal/Sick Day Report

Department _____

Month _____

Please complete the bottom portion of this form for exempt employees only in your department and return it to Human Resources, Box 4, no later than the 15th of each month for the prior month. **Note:** Vacation or personal time taken should be reported in half or full day increments, not hours. If more than 2.5 hours is used, then this would equal a half day; and a full day equals 5 hours or more. Sick time should be reported in hours.

PLEASE LIST DATES TAKEN FOR EACH EMPLOYEE

[illegible]

Approved by: _____

Department Supervisor

AEC Member