

Effective: 04/22/1985

Supersedes: 04/11/1977

Review Date: TBD

Issuing Office: [General Accounting Division](#)

EXHIBIT B

1		2		3				4	
PUBLIC, MARY Q.		LEAVE ACTIVITY SUMMARY REPORT		LEE ANN SWINGLE				LIBRARY	
423071		04/30/85		C=075H				0255-02 #3583	
EARNING		LEAVE		ACTIVITY			ADJUSTMENTS		
MONTH	BASE	RATE	EARNED	USED	LOST	EARNED	USED	LOST	BALANCE
15/84	51 X	VAC 16	: 8.00						64.00
		SICK 8	: 4.00						24.00
		COMP ---	:						
16/84	51 X	VAC 16	: 8.00						72.00
		SICK 8	: 4.00						28.00
		COMP ---	:						
17/84	51 X	VAC 16	: 8.00						80.00
		SICK 8	: 4.00						32.00
		COMP ---	:						
18/84	51 X	VAC 16	: 8.00						88.00
		SICK 8	: 4.00						36.00
		COMP ---	:						
19/84	51 X	VAC 16	: 8.00						96.00
		SICK 8	: 4.00						40.00
		COMP ---	:						
10/84	51 X	VAC 16	: 8.00						104.00
		SICK 8	: 4.00	4.00=					40.00
		COMP ---	:						
11/84	75 X	VAC 16	: 12.00	21.00=					95.00
		SICK 8	: 6.00						48.00
		COMP ---	:						
12/84	75 X	VAC 16	: 12.00						107.00
		SICK 8	: 6.00	4.00=					48.00
		COMP ---	:						
11/85	84 X	VAC 16	: 13.00						120.00
		SICK 8	: 7.00						55.00
		COMP ---	:						
12/85	84 X	VAC 16	: 13.00						133.00
		SICK 8	: 7.00						62.00
		COMP ---	:						
13/85	84 X	VAC 16	: 13.00				34.00=		112.00
		SICK 8	: 7.00				12.00=		57.00
		COMP ---	:						
14/85	84 X	VAC 16	: 13.00						113.00 *
		SICK 8	: 7.00						52.00 *
		COMP ---	:						

(** INDICATES WHERE BALANCE HAS BEEN ADJUSTED AT REQUEST OF DEPARTMENT)

VACATION HOURS VALID AFTER 6 MONTHS OF CONSECUTIVE SERVICE AT 1/2 TIME OR MORE.