UIC
COMPUTER SCIENCE

MONTHLY LEAVE REPORT FOR ACADEMIC EMPLOYEES ACADEMIC YEAR		
FOR MONTH OF:		
Previous Month's Balance	Vacation:	Sick Leave:
Date		
Subtract Total Days Used		
Add Days Earned		
End of Month Balance		

Floating Holidays* Dates Used _____ & _____

Print Name _____ Signature _____ Date _____

Approved By:_____ Date _____

Revised 09/01