

**SUNY GENESEO
M/C AND PROFESSIONAL EMPLOYEES**

LEAVE ACCRUAL WORKSHEET

To assist you in keeping a record of your leave usage and accruals, this worksheet may be helpful. The official attendance record will be maintained by the Personnel Office and while it is not necessary for you to keep this information, you may want to compare your balances with the monthly accrual report sent out by the Personnel Office.

	VAC (in days)	SICK (in days)	HOLIDAY (in days)	COMP HOURS*
Beginning Balance				
SEPTEMBER Time Accrued Time Used Current Bal.				
OCTOBER Time Accrued Time Used Current Bal.				
NOVEMBER Time Accrued Time Used Current Bal.				
DECEMBER Time Accrued Time Used Current Bal.				
JANUARY Time Accrued Time Used Current Bal.				
FEBRUARY Time Accrued Time Used Current Bal.				

	VAC (in days)	SICK (in days)	HOLIDAY (in days)	COMP HOURS*
Beginning Balance				
MARCH Time Accrued Time Used Current Bal.				
APRIL Time Accrued Time Used Current Bal.				
MAY Time Accrued Time Used Current Bal.				
JUNE Time Accrued Time Used Current Bal.				
JULY Time Accrued Time Used Current Bal.				
AUGUST Time Accrued Time Used Current Bal.				

*Only non-exempt employees under the Fair Labor Standards Act are eligible to accrue compensatory time.