

Augusta State University

Monthly Leave Report (hours not worked)

Red labels indicate required fields.

**Your Employee ID is printed at the top of your pay stub.

Name:			Employee ID**:				
Month End Date:			Department:				
Date	Vacation	Sick	Pers. Hol	Jury Duty *	FMLA *	Military*	L w/o Pay*
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Total							

This information is a true statement of hours taken in the pay period indicated:

Employee Signature

Date

Authorized Signature

Date

*Jury Duty, Family Leave and Military Leave must have supporting documentation.