LEGEND:

■ = Last day of month
H = Holiday

SUGGESTED CODES:

A = Annual Leave   S = Sick Leave   E = Excused   W = AWOL   CE = Comp. Earned   OT = Overtime
M = Military Leave   R = Restored Leave   D = Award Leave   L = LWOP   CU = Comp. Used   C = Continuation of Pay for Traumic Injury

TOUR OF DUTY

LEAVE EARNED: ▶ LEAVE CATEGORY

PER PAY PERIOD

LEAVE CATEGORY	ANNUAL	SICK
4	1 hour per 20 worked	1 hour is earned for each 20 worked, regardless of category.
6	1 hour per 13 worked	
8	1 hour per 10 worked	

ANNUAL LEAVE — CARRYOVER, LEAVE HOURS, WORK HOURS

SICK LEAVE — CARRYOVER, LEAVE HOURS, WORK HOURS

CODE	PAY PERIOD DATES	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL HOURS WORKED	HOURS APPLIED TO LEAVE EARNED	BALANCE OF HOURS WORKED	EARNED	USED	USED TO DATE	BALANCE	TOTAL HOURS WORKED	HOURS APPLIED TO LEAVE EARNED	BALANCE OF HOURS WORKED	EARNED	USED	USED TO DATE	BALANCE
3	1/11 - 1/24								H																				
4	1/25 - 2/7							■																					
5	2/8 - 2/21								H																				
6	2/22 - 3/6								■																				
7	3/7 - 3/20																												
8	3/21 - 4/3											■																	
9	4/4 - 4/17																												
10	4/18 - 5/1													■															
11	5/2 - 5/15																												
12	5/16 - 5/29																												
13	5/30 - 6/12		H ■																										
14	6/13 - 6/26																												
15	6/27 - 7/10				■				H																				
16	7/11 - 7/24																												
17	7/25 - 8/7							■																					
18	8/8 - 8/21																												
19	8/22 - 9/4										■																		
20	9/5 - 9/18		H																										
21	9/19 - 10/2												■																
22	10/3 - 10/16								H																				
23	10/17 - 10/30																												
24	10/31 - 11/13	■										H																	
25	11/14 - 11/27											H																	
26	11/28 - 12/11			■																									
27	12/12 - 12/25												H																
1	12/26 - 1/8					H ■																						

EMPLOYEE

ADDRESS *(Street, City, State, and ZIP Code)*
LAST NAME, FIRST NAME, MIDDLE INITIAL

TELE-PHONE
AREA CODE   NUMBER
SOCIAL SECURITY NUMBER

BLOCK NUMBER   SERVICE COMP. DATE
LEAVE CAT. CODE   EOD OR TRANS. DATE

GENERAL SERVICES ADMINISTRATION
PREVIOUS EDITION IS NOT USABLE

ANNUAL ATTENDANCE RECORD (PART-TIME EMPLOYEES) - 2004

GSA FORM 873A (REV.12/2003)

This suggested form is for timekeepers to use in recording daily and bi-weekly pay and leave activity. The form is a record of what SHOULD BE recorded into the official payroll system. The bi-weekly pay and leave statements, the Supervisor's Time and Attendance Report, and the Premium Pay Report as well as other management reports reflect what IS in the official payroll system. Those reports should agree with the data on this form. The untitled columns on this form may be used to maintain usage and balances for any leave and premium pay categories that may apply for an individual employee. Examples: Leave categories - Shared (Donated), Restored, Award, Family Friendly (Sick or Medical), Military, Compensatory Leave, and Credit Hours. Premium Pay hours include EDP, Sunday Premium, Night Differential, and Overtime can be included.

PAY PERIOD		OTHER TYPES OF LEAVE CATEGORIES																
CODE	DATES																	
3	1/11 - 1/24																	
4	1/25 - 2/7																	
5	2/8 - 2/21																	
6	2/22 - 3/6																	
7	3/7 - 3/20																	
8	3/21 - 4/3																	
9	4/4 - 4/17																	
10	4/18 - 5/1																	
11	5/2 - 5/15																	
12	5/16 - 5/29																	
13	5/30 - 6/12																	
14	6/13 - 6/26																	
15	6/27 - 7/10																	
16	7/11 - 7/24																	
17	7/25 - 8/7																	
18	8/8 - 8/21																	
19	8/22 - 9/4																	
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23	10/17 - 10/30																	
24	10/31 - 11/13																	
25	11/14 - 11/27																	
26	11/28 - 12/11																	
27	12/12 - 12/25																	
1	12/26 - 1/8																	

GSA FORM **873A BACK** (REV. 12/2003)