

## UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

October 20, 1944

ADM:HLE:chh

DEPARTMENTAL CIRCULAR NO. 504

SUBJECT: Standard Forms and Methods for Maintaining Employee Leave Accounts

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

Pursuant to Section 5.1, Executive Order 9414, Regulations Relating to Annual and Sick Leave of Government Employees, the standard forms and methods presented in this circular are prescribed for use, effective January 1, 1945, in maintaining leave accounts for all employees covered by the Annual and Sick Leave laws and regulations. These forms and methods have been approved by the Director of the Bureau of the Budget.

These standard forms and methods are the result of an extensive study by the Civil Service Commission in collaboration with the Council of Personnel Administration and the Bureau of the Budget. They are designed to provide, with minimum effort:

- a. An adequate record of the employee's account.
- b. Accurate data as a basis for pay roll certification.
- c. Necessary reports required for management control.
- d. A basis for statistics of attendance and absence.

The establishment of standard forms and uniform methods of leave accounting by departments and agencies marks a definite advance in simplification of personnel procedures. The elimination of hundreds of different types of leave records in itself represents a substantial saving in printing costs. In addition, it is estimated that a great saving in manpower and materials will be realized through the elimination of unnecessary, time-consuming operations.

A continuing study of new and improved methods of leave accounting is being made. Departments and agencies are urged to submit suggestions or any problems which may arise.

Two systems of leave accounting are presented for use of departments and agencies:

Plan A -- A system which provides for maintenance of employee leave records, and for general administration of leave, at the operating (or supervisory) level where leave is in fact authorized, subject to such higher administrative approval of advanced sick leave, extended periods of leave without pay, etc., and such periodic audit as the agency may consider advisable.

Plan B -- A system which provides for maintenance of employee records and general administration of leave by a central leave office (the degree of centralization and location of the office to be determined by the Agency).

Agencies may choose between Plan A and Plan B or, if it is desired, may use both plans, i. e., Plan A in one portion of the agency and Plan B in another.

The standard forms which are described below will be used under either Plan A or Plan B.

Exceptions are authorized from the use of the standard forms and procedures covered by this circular by offices located outside of the continental limits of the United States. Other exceptions from the use of these forms and procedures may be granted where cost accounting problems are involved, with the prior approval of the Civil Service Commission. Requests for exceptions must state in detail the reasons why the standard forms and procedures cannot be adopted.

#### DEFINITIONS

Routine Leave -- Periods of annual leave and leave without pay which are in accordance with agency policy; sick leave which does not require a medical certificate. (Other types of leave, e. g., court leave, military leave, etc., may be included at the discretion of the agency.)

Non-Routine Leave -- Annual leave which is in excess of the amount usually allowed by the agency; sick leave requiring a medical certificate; extended leave without pay, etc.

Reporting Period -- The period of time covered by the report which should, if possible, coincide with the pay period. [If the reporting period differs from the pay period, it will be desirable to furnish the pay roll office with a report of all leave without pay occurring in the interval between the closing of the reporting period and closing of the pay period, to insure pay roll accuracy.]

Summary Posting -- A posting of the totals of annual and sick leave taken during the reporting period, in lieu of posting each individual absence. [Individual items of leave without pay are posted in the spaces provided.]

#### STANDARD FORMS

##### Leave Record

Standard Form 70 (and 70a), Leave Record, will be maintained as the official record of the employee's leave account. The Leave Record (see Figures 1 and 2, attached, showing completed forms) combines the advantages of both the present calendar and journal types of leave record forms. Provision has been made for summary posting, i. e., one posting of the totals of annual and sick leave taken during the reporting period. Four lines are provided opposite each month for agencies which report on a weekly basis; however, only two lines are required for semi-monthly reporting.

Individual items of leave without pay will be recorded in the column headed "Absence Without Pay." For convenience in recording, any necessary reduction of leave credits for leave without pay will be handled as a charge of leave in lieu of changing the monthly accruals on the record. (This charge should be inserted in red ink to distinguish it from a regular charge of annual or sick leave.)

Standard Form 70 is designed for use in connection with employees, except temporary, who work a regular 48-hour tour of duty and are on duty at the beginning of the year. The regular monthly accrual of leave for permanent employees for the entire year is preposted on this record.

Standard Form 70 provides a picture of the total leave taken and the current accrual, which will serve as a control in (1) granting sick leave to permanent employees, and (2) granting annual leave to first-year employees and to those employees in agencies in which, as a matter of administrative policy, leave is restricted to the amount earned through the current month.

Standard Form 70a differs from Standard Form 70 in one respect only -- the accrual column on the form has been left blank. This form has been provided for use in connection with temporary employees, employees who are indefinite for leave purposes, first-year employees who enter on duty after the first of the calendar year, and any other employees who earn other than the regular monthly accrual.

In the case of permanent employees, Standard Form 70a will be preposted in order to carry out the control features mentioned in the preceding paragraph. Standard Form 74, Leave Accrual Table, Figure 8, attached, is provided for convenience in preposting.

#### Leave Application

Standard Form 71, Figure 3 attached, will be used by employees in making application for non-routine leave, e.g., sick leave which requires the use of a medical certificate, or extended periods of leave without pay. The leave application may also be used for employees who are not located sufficiently near the supervisor to apply for leave in person. The leave application will not be used by employees in applying for short periods of annual and sick leave, except where unusual circumstances make it desirable.

#### Time and Attendance Reports

Two types of time and attendance reports are provided:

Standard Forms 72 and 72a (Consolidated Report).

Standard Forms 73 and Sample Form 1 (Individual Report).

These forms are semi-monthly reports of the positive type, designed for convenience in authorizing leave, posting leave records, maintaining control, compiling statistics, etc.

Agencies may use either Standard Form 72 (and 72a) or Standard Form 73 (and a form based on Sample Form 1), or a combination of both as required.

Standard Forms 72 and 72a (Consolidated Report), Figures 4 and 5 attached, differ only in size, Standard Form 72 being for use in a small organizational unit, and Standard Form 72a for use in a larger unit. Instructions for use are printed on the reverse of the forms.





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Requisitions should be placed only by or through the office authorized to order printing from the Government Printing Office for the central office of the department or agency. The entire printing costs of these standard forms will be prorated among departments and agencies in proportion to the quantities ordered.

#### GENERAL

##### Audit and Disposition of Leave Records

The agencies will audit leave records at the time an employee transfers or leaves the service and at such other times as they deem necessary.

Departments and agencies will retain leave records and attendance reports for two years from date of closing of the Leave Record (Form 70 or 70a) or until completion of pay roll audit by the General Accounting Office (whichever is later).

##### Transfer of the Leave Record

When an employee transfers from one agency to another to which leave is transferable, Standard Form 70 or 70a will be audited, a copy prepared, certified correct under "Remarks" and transmitted promptly to the new agency. The new agency will use the certified record which is transferred for the remaining life of the record.

The original leave record will be retained by the releasing agency, in accordance with the above provision for disposition of leave records.

The transfer of a copy of the Leave Record will eliminate the use of Standard Form 63 for requesting the leave transcript.

##### Manual on Leave Administration

The Commission will issue a comprehensive manual for use of persons charged with the administration of leave. This manual will contain information on the leave regulations, together with detailed procedures for maintenance of employee leave accounts. It will be printed in loose-leaf style, and the Civil Service Commission will issue revisions needed to keep it current. This manual will be made available to agencies as soon after January 1, 1945, as possible.

##### Requests for Further Information

Requests for further information with regard to the standard forms and methods covered by this circular may be referred to Mrs. Elliott, Administrative Services, Civil Service Commission, Washington, D. C., Branch 781.

By direction of the Commission:

Very respectfully,



Attachments: Procedures - Plan A  
Plan B  
Leave Forms- Figures 1-8

L. A. Moyer  
Executive Director  
and Chief Examiner

## PLAN A - A DECENTRALIZED LEAVE RECORD SYSTEM

Plan A places responsibility for general administration of the leave regulations and for maintenance of leave records and attendance reports at the operating level, i.e., at the level of supervision where leave is actually granted. (This may vary from unit supervisor to section head to chief or administrative assistant of a division, depending upon organizational structure and size, but in any case responsibility should be placed at the lowest level practicable.) The supervisor may delegate responsibility for the clerical details to a subordinate.

This plan requires that each agency have one or more leave advisers, depending upon the size of the agency, who will provide supervisors with any necessary additional information concerning leave; assist in handling any problems which may arise; and audit the leave records as required.

It is essential to the operation of the proposed plan that each supervisor become familiar with the basic information regarding annual leave, sick leave, and leave without pay required in handling routine leave transactions.

Procedures to be followed under Plan A are furnished below:

1. Preparation of the Leave Record

Standard Form 70 or 70a, Leave Record, will be prepared for present employees and for each new employee upon entrance on duty. These records may be kept in a file on the supervisor's desk or in any other convenient manner. Since this record will be the only official record of leave maintained in the department or agency, the need for care and accuracy is stressed.

Note: New records will not be prepared for employees who transfer from other organizations, either within the same agency or from another agency. Upon receipt of the certified copy of the record from the former agency, the new agency will use that record. Memorandum records of leave taken by the employee may be kept pending receipt of the certified record.

2. Preparation of Time and Attendance Reports

Prior to the beginning of the reporting period, the Time and Attendance Report will be prepared, either the consolidated (Standard Form 72 or 72a) or the individual (Standard Form 73 or Sample Form 1), by inserting the headings and the names of all employees who are on duty in the respective unit at the beginning of the reporting period.

### 3. Daily Fosting of Time and Attendance

The supervisor or time clerk determines daily whether all employees who are scheduled to report for duty are present and posts attendance. A check mark (✓) is used on Standard Form 72 or 72a to denote a full day of attendance; the total number of hours time worked or time "in" and "out" is posted to Standard Form 73 or Sample Form 1.

Attendance should be posted in pencil so that a change can be made in case of emergency leave; all other items will be posted in ink.

### 4. Requests for Leave

Routine Leave -- When an employee wishes to take leave, he will ask his supervisor for permission. If granted, the supervisor, time clerk, or other authorized person will enter the period of absence on the Time and Attendance Report, showing the type of leave which is granted (see instructions on reverse of Standard Form 72 and 72a). The employee will initial the absence in the space which has been provided. (In case of absence covering several days, he initials under the last date absent.)

Note: If supervisor or time clerk is in doubt as to the sufficiency of leave credit, the Leave Record will be checked prior to granting leave.

Unscheduled routine leave will be posted to the Time and Attendance Report currently; the employee's initials will be obtained when he returns to duty.

In those cases of sick leave which do not require a medical certificate, the employee must certify that "the absence was due to illness which incapacitated me for duty." Provision for such a certificate has been made on both Standard Form 72 (and 72a) and Standard Form 73.

Non-Routine Leave -- All non-routine leave will be reported on the Time and Attendance Report. In addition, Standard Form 71, Application for Leave, will be used in making application for non-routine leave. Inasmuch as this application is signed by the employee, it will not be necessary to initial the Time and Attendance Report. In lieu of the employee's initials, "S.F.71" can be noted in the space provided. Standard Form 71 may also be used for employees who are not located sufficiently near the supervisor to apply for leave in person.

When Standard Form 71 is obtained, it should be retained at the operating level, unless further administrative approval is necessary, in which case after approval it should be returned to the operating level.

### 5. Totaling, Checking and Certifying Report

At the end of the reporting period, the Time and Attendance Report is totaled, checked and signed by the supervisor or other authorized person.

6. Posting of Leave Records

The Leave Records of employees who have been absent during the period are posted from the Time and Attendance Report. One posting of each type of leave (except leave without pay) is made for each reporting period, in lieu of posting all individual absences. (See Figures 1 and 2.)

7. Transmission of Report

Upon completion of the posting operation, the supervisor or time clerk forwards the report to the pay roll office.

8. Examination of Report by Pay Roll Office

The pay roll office, upon receipt of the Time and Attendance Report, will extract leave without pay items for pay roll use.

9. Statistics

The Time and Attendance Report may then be sent to the statistical unit for tabulation of desired statistics and returned to pay roll office for file to support pay rolls for audit, etc.



## PLAN B - A CENTRALIZED LEAVE RECORD SYSTEM

Under Plan B the Leave Record (Standard Form 70 and 70a) will be maintained by a central leave office, the degree of centralization and the organizational location to be determined by the agency. The authority to approve routine leave and to maintain Time and Attendance Reports will be delegated to the lowest practicable operating level.

Procedures to be followed under Plan B are furnished below:

1. Preparation of the Leave Record

Standard Form 70 or 70a, Leave Record, will be prepared for present employees and for each new employee upon entrance on duty.

Note: New records will not be prepared for employees who transfer from other organizations, either within the same agency or from another agency. Upon receipt of the certified copy of the record from the former agency, the new agency will use that record. Memorandum records of leave taken by the employee after entrance on duty may be kept pending receipt of the certified record.

2. Preparation of Time and Attendance Reports

Prior to the beginning of the reporting period, the Time and Attendance Report will be prepared, either the consolidated (Standard Form 72 or 72a) or the individual (Standard Form 73 or Sample Form 1), by inserting the headings and the names of all employees who are on duty in the respective unit at the beginning of the reporting period.

3. Daily Posting of Time and Attendance

The supervisor or time clerk determines daily whether all employees who are scheduled to report for duty are present and posts attendance. A check mark (✓) is used on Standard Form 72 or 72a to denote a full day's attendance; the total number of hours time worked or time "in" and "out" is posted to Standard Form 73 or Sample Form 1 (see Figures 3, 4, and 5 for completed samples).

4. Requests for Leave

Routine Leave -- When an employee wishes to take leave, he will ask his supervisor for permission. If it is granted, the supervisor or an authorized subordinate will enter the period of absence on the Time and Attendance Report, showing the type of leave which is granted (see instructions on reverse of Standard Form 72 and 72a). The employee will initial the absence in the space which has been provided. (In case of an absence covering several days, he initials under the last date absent.)

Note: If the supervisor or time clerk is in doubt as to the sufficiency of leave credit, he should contact the central leave office before granting the leave.

Unscheduled routine leave will be posted to the Time and Attendance Report currently; the employee's initials will be obtained when he returns to duty.

In those cases of sick leave which do not require a medical certificate, the employee must certify that "the absence was due to illness which incapacitated me for duty." Provision for such a certificate has been made on both Standard Form 72 (and 72a) and Standard Form 73.

Non-Routine Leave -- All non-routine leave will be reported on the Time and Attendance Report. In addition, Standard Form 71, Application for Leave, will be used in making application for non-routine leave. Inasmuch as this application is signed by the employee, it will not be necessary to initial the Time and Attendance Report. In lieu of the employee's initials, "S.F.71" can be noted in the space provided. Standard Form 71 may also be used for employees who are not located sufficiently near the supervisor to apply for leave in person.

When Standard Form 71 is obtained, it should be retained at the operating level, unless further administrative approval is necessary, in which case after approval it should be returned to the operating level.

#### 5. Totaling, Checking and Certifying Report

At the end of the reporting period, the Time and Attendance Report is totaled, checked and signed by the supervisor or other authorized person and sent to the central leave office.

#### 6. Posting of Leave Records

Upon receipt of the Time and Attendance Report, the central leave office will post the Leave Records and where it is found that leave has been overdrawn, will amend the report to show leave without pay. A summary posting of each type of leave (except leave without pay) will be made for each reporting period.

If time does not permit posting of Leave Records before the pay roll closing date, reports may be checked against leave records, items of leave without pay taken from the Time and Attendance Reports and submitted to the pay roll unit. The Leave Records can be posted later.

#### 7. Transmission of Report

Upon completion of the posting operation, the Time and Attendance Report will be sent to the pay roll office.

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8. Examination by Pay Roll Office

The pay roll office, upon receipt of the Time and Attendance Report, will extract leave without pay items for pay roll use.

9. Statistics

The Time and Attendance Report may then be sent to the statistical unit for tabulation of desired statistics and returned to pay roll office for file to support pay rolls for audit, etc.

Figure 1 - Leave Record. Permanent Employee.  
 Jeanne MacIntosh, appointed September 10, 1941.  
 Pay Periods 1st-15th and 16th - 30th.

In this case leave was credited as earned.

Reduction of leave credits for LKOP handled as a charge of leave in lieu of changing remaining monthly accruals.

Jeanne MacIntosh						9814		Perm.		9-10-41		P/A		8		1945				
Name and Iden. No.						Type of Appointment		Date of Appt.		Basis of Compensation		Tour of Duty		Calendar Year		REMARKS				
MO.	Pay Period	ANNUAL TAKEN		ACCR	SICK TAKEN		ACCR	NO.	Pay Period	ANNUAL TAKEN		SICK TAKEN		ABSENCE WITHOUT PAY CODE: H-LKOP X-AM01.				REMARKS (Changes in tour of duty; suspensions in excess of 3 days, etc.)		
		Hours	Total		Hours	Total				Hours	Total	Hours	Total	DATE	TYPE	HRS	TOTAL			
JAN	1	32	32					JUL											Sick leave 3 months off. July 16, 1945 R.T.D. - Oct 16, 1945 (no leave advanced)	
	2			16	48	48	10		2			112	160			9/1/30	W	91		91
FEB								AUG	1	51	203		53	213						
	2	24	56	32			20		2	112	315									
MAR								SEP	1	96	411									
				52			30		2	21	432									
APR								OCT	1	8	440		4	217						
				68			40				(red)									
MAY								NOV												
	2	76	152	84			50		2	16	456									
JUN								DEC												
				104			60		2	16	472									
								208		120										
Name and Iden. No.						Type of Appointment		Date of Appt.		Basis of Compensation		Tour of Duty		Calendar Year						

YEARLY SUMMARY		
ITEM	AMT.	SICK
Balance forward	320	148
Yr. accrual	208	120
<b>Total</b>	<b>528</b>	<b>268</b>
Total taken	472	217
Balance	56	51

LEAVE RECORD  
 S. F. 70 Form approved  
 Oct. 1944 Budget Bureau  
 G. S. C. No. 50-2020

Figure 2 - Leave Record. Temporary Employee.  
 James J. Moore, appointed March 6, 1945,  
 4 months. Pay periods 1st-15th and 16th-30th.

Agency credits leave at end of each service month.

No leave taken during first service month, Mar 6 - Apr. 5.

Annual Leave:  
 Apr. 10 - 8 hrs  
 Apr. 20, 21-12 hrs  
 May 23 - 8 hrs.  
LWOP  
 Apr. 21 - 4 hrs.  
Sick Leave  
 Apr. 16 - 8 hrs.

No leave during June.

Empl. terminated July 5, 1945 cob. Last workday June 30, 1945 cob.

James J. Moore						Temp. 4 mos.		8-6-45		P/A		8	1945			
Name and Iden. No.						Type of Appointment		Date of Appt.		Basis of Compensation		Tour of Duty	Calendar Year			
NO.	Pay Period	ANNUAL		SICK		NO.	Pay Period	ANNUAL		SICK		ABSENCE WITHOUT PAY CODE: W-LWOP X-AWOL				REMARKS (Changes in tour of duty; suspensions in excess of 3 days, etc.)
		TAKEN Hours Total	ACCR	TAKEN Hours Total	ACCR			TAKEN Hours Total	ACCR	TAKEN Hours Total	ACCR					
JAN						JUL		32	60			DATE	TYPE	HRS	TOTAL	Temp. appt. Terminated Cob. 7-5-45 Last work day 6-30-45 cob.
												4/21	W	4	4	
FEB						AUG										
MAR						SEP										
	6															
APR	5	1	8	8		OCT										
	22	2	12	20	20											
MAY	22	2	8	28	40	NOV										
JUN	22				60	DEC										
Name and Iden. No.						Type of Appointment		Date of Appt.		Basis of Compensation		Tour of Duty	Calendar Year			

YEARLY SUMMARY		
ITEM	ANN.	SICK
Balance forw'd		
Yr. accrual		
Total		
Total ta-en		
Balance		
LEAVE RECORD		
S. F. 70a	Form approved	
Oct. 1944	Budget Bureau	
C. S. C.	No. 50-5021	



Figure 3

FRONT

NAME Anderson, Jane P. DATE June 18, 1945  
(Print or type--Last, First, Middle Initial)

ORGANIZATIONAL UNIT Personnel Division, Placement Unit

TYPE  Annual  Without Pay  Compensatory  
of LEAVE  Sick\*  Other (Specify) \_\_\_\_\_

NO of HOURS 40 TO BEGIN: June 12th 9 A.M. TO END: June 16th 5:30 P.M.  
(Month, Date, Time) P.M.

NOTE: ANNUAL LEAVE AUTHORIZED IN EXCESS OF THAT TO YOUR CREDIT WILL BE CHARGED TO LEAVE WITHOUT PAY.

I CERTIFY THAT THIS ABSENCE WAS DUE TO  ILLNESS WHICH INCAPACITATED ME FOR DUTY;  
 MEDICAL, DENTAL OR OPTICAL TREATMENT BY \_\_\_\_\_  
(Name of Practitioner)  
(IF ABSENCE WAS IN EXCESS OF 3 DAYS, OBTAIN MEDICAL CERTIFICATE OR STATE, UNDER 'REMARKS', WHY CERTIFICATE WAS NOT OBTAINED.)

George T. Johnston Jane P. Anderson  
(Approving Officer) (Signature of Employee)

S. F. No. 71 APPLICATION FOR LEAVE Form approved  
October 1944 Budget Bureau No. 50-R022

BACK

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY THAT \_\_\_\_\_ WAS UNDER MY PROFESSIONAL CARE  
FROM \_\_\_\_\_, 19\_\_\_\_, TO \_\_\_\_\_, 19\_\_\_\_, INCLUSIVE  
(Month and Day) (Month and Day)

\_\_\_\_\_  
(Date) (Signature)

\_\_\_\_\_  
(Address)

REMARKS: Could not obtain the services of a doctor.  
Used treatment previously prescribed.

Figure 4  
**TIME AND  
 ATTENDANCE REPORT**

CODE  
 V-Full Day Worked SUS-Suspension  
 A-Annual Leave AWI-Absence Without Leave  
 S-Sick Leave C-Compensatory Overtime Leave  
 O-Other Leave With Pay CT-Compensatory Time Worked  
 W-Leave Without Pay OT- Paid Overtime Worked

See reverse side for certification of sick leave

PERIOD ENDING	8/23/45	DIVISION	Personnel													SECTION OR OTHER UNIT	Appointment	LOCATION	Room 124	EXTENSION					594			
			NAME	1	2	3	4	5	6	7	8	9	10	11	12					13	14	15	Time Absent					
				16	17	18	19	20	21	22	23	24	25	26	27					28	29	30	31	Annual		Sick	Other	L W P
Last Name First	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23													
1. Anderson, Jane T.	✓		✓	✓	✓	✓	✓	ga		✓	✓	✓	✓	4a	✓					12								
2. Burke, Thomas A.	✓	Sunday	✓	8s	✓	✓	✓	gt	Sunday	✓	✓	✓	✓	gt	✓	✓						8						
3. Clifton, Peggy	✓		✓	✓	✓	✓	✓	✓		✓	4a	✓	✓	✓	✓					4								
4. Moore, James J.	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	8s	✓	✓							8						
5. Morris, Elizabeth A.	✓		8w	✓	✓	✓	8a	✓		✓	✓	✓	✓	✓	✓					8			8					
6. Ordway, Ned S.	✓		✓	✓	8/b	✓	✓	✓		✓	✓	✓	✓	2a	✓					2		8						
7. Sheppard, Wm. T.	8a	✓	✓	✓	✓	✓	✓		8awf	✓	✓	✓	✓	✓	✓					8			8					
8. Taylor, John A.	✓	✓	✓	8s	8s	8s	8s		✓	✓	✓	✓	✓	✓	✓							32						
9. Young, Horace K.	✓	4a	8a	8a	8a	✓	✓		✓	✓	✓	✓	✓	8s	✓					28		9						
10.																												

REMARKS:  
*Ned S. Ordway - Court leave June 13th. Certificate from court clerk furnished.*

I certify that attendances and absences recorded above are correct and that all overtime and leave were approved in accordance with existing laws and regulations.

TOTALS: 62 48 8 16 %  
*George T. Johnston*  
 Supervisor

BACK

I, the undersigned, certify that the absence covered by the dates opposite my signature was due to illness which incapacitated me for duty.

DATES		SIGNATURE
From	To	
6-12		Thos A. Burke
6-13	6-16	John A Taylor
6-22		Horace K. Young

INSTRUCTIONS

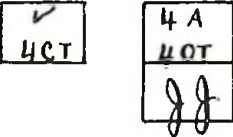
Prepare one copy to be available on the first day of each reporting period, listing name of each employee, exactly as it appears on official records.

If reporting periods are for dates other than those printed on the form, strike out the printed dates and insert appropriate dates in the blank spaces immediately below.

MAINTENANCE

Each date box is divided into two parts. The upper half is to be filled in as follows:

- (a) A check mark (✓) indicates a full day's work (normal tour or duty). For part-time employees always show the exact number of hours worked.
- (b) Number of hours absent, followed by the proper symbol to denote type of absence. (The use of additional codes, i.e., T--tardiness; OB--official business; CO-- Court leave, etc., is optional.)
- (c) When reporting number of hours of authorized overtime worked, show in addition to check mark for regular attendance, the number of hours of overtime worked followed by symbol for the type of overtime, for example:



(The reporting of overtime on this form is optional.)

The lower half of each box is to be filled in as follows:

In applying for annual leave, employee initials prior to absence except in emergency. For sick leave he initials upon return to duty and signs certificate on the form or furnishes medical certificate as required. In case of absence covering several days, he initials under the last date absent.

SUBMISSION OF REPORT

On the last work day of the reporting period:

1. Enter totals of each type of absence for each employee in summary columns; also totals of authorized overtime. Total all summary columns. (The three blank summary columns are provided for use in reporting totals of compensatory overtime leave, compensatory time worked, paid overtime worked or such other additional items as the agency may wish to add.)
2. Enter under "Remarks" any necessary explanatory matter which cannot be shown in the body of the form.
3. Report will be certified by the supervisor or other authorized person and submitted promptly to the central leave or payroll office as directed.

**TIME AND  
ATTENDANCE REPORT**

See reverse side for certification of sick leave

CODE  
V-Full Day Worked      SUS-Suspension  
A-Annual Leave      AWI-Absence Without Leave  
S-Sick Leave      C-Compensatory Overtime Leave  
O-Other Leave With Pay      CT-Compensatory Time Worked  
W-Leave Without Pay      OT- Paid Overtime Worked

PERIOD ENDING	DIVISION	SECTION OR OTHER UNIT															LOCATION		EXTENSION													
		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
NAME		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Time Absent															
Last Name First		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	AWOL	SICK	Other	LWOP	A	W	C	L							
1.																																
2.																																
3.																																
4.																																
5.																																
6.																																
7.																																
8.																																
26.																																

REMARKS: I certify that attendances and absences recorded above are correct and that all overtime and leave were approved in accordance with existing laws and regulations.

TOTALS:  
Supervisor

INSTRUCTIONS

I, the undersigned, certify that the absence covered by the dates opposite my signature was due to illness which incapacitated me for duty.

Prepare one copy to be available on the first day of each reporting period, listing name of each employee, exactly as it appears on official records.

If reporting periods are for dates other than those printed on the form, strike out the printed dates and insert appropriate dates in the blank spaces immediately below.

MAINTENANCE

- Each date box is divided into two parts. The upper half is to be filled in as follows:
  - (a) A check mark (✓) indicates a full day's work (normal tour of duty). For part-time employees always show the exact number of hours worked.
  - (b) Number of hours absent, followed by the proper symbol to denote type of absence. (The use of additional codes, i.e., T--tardiness; OB--official business; CO--Court leave, etc., is optional.)
  - (c) When reporting number of hours of authorized overtime worked, show in addition to check mark for regular attendance, the number of hours of overtime worked followed by symbol for the type of overtime, for example:

✓  
4CT

4A  
4OT  
JF

(The reporting of overtime on this form is optional.)

The lower half of each box is to be filled in as follows:

In applying for annual leave, employee initials prior to absence except in emergency. For sick leave he initials upon return to duty and signs certificate on the form or furnishes medical certificate as required. In case of absence covering several days, he initials under the last date absent.

SUBMISSION OF REPORT

On the last work day of the reporting period:

1. Enter totals of each type of absence for each employee in summary columns; also totals of authorized overtime. Total all summary columns. (The three blank summary columns are provided for use in reporting totals of compensatory overtime leave, compensatory time worked, paid overtime worked or such other additional items as the agency may wish to add.)
2. Enter under "Remarks" any necessary explanatory matter which cannot be shown in the body of the form.
3. Report will be certified by the supervisor or other authorized person and submitted promptly to the central leave or payroll office as directed.



Figure 6

Pay Period Mar. 1-15, 1945										
Alyce E. Doherty, 28686 Planning Section Administrative Division										
										Tour of Duty: 8
TIME WORKED				TIME ABSENT						
Date	Total Hours In or Out	Paid O/T	Comp Time	Comp Leave	Ann'l	Sick	Other	LWOP	AWOL	Initials
1	8									
2	8									
3						8				AED
4	Sunday									
5	8									
6	8	2								
7	8	2								
8	8	2								
9						8				AED
10	8									
11	Sunday									
12	-				8					AED
13	8									
14	8									
15	8									
Totals		6	-	-	8	8	8	-	-	
<p><b>*CERTIFICATION FOR SICK LEAVE</b> I certify that this absence was due to illness which incapacitated me for duty.</p> <p>REMARKS (computations, changes in tour of duty, etc.) <i>Court leave Mar. 9. Certificate from Court clerk furnished.</i></p> <p style="text-align: center;">CERTIFICATION Attendance and absences certified correct, overtime approved in accordance with existing laws and regulations</p> <p style="text-align: right;"><i>William E. Bond</i> Signature of Supervisor</p>										
S.F.No. 73 October 1944 CSC		TIME AND ATTENDANCE REPORT (Graded per annum employees)				Budget Bureau Approval No. 50-R025				

Figure 7

Pay Period Jan. 16-31, 1945										
Fred Walker, 7831 Machinist Building 75										
										Tour of Duty: 8
TIME WORKED				TIME ABSENT						
Date	In	Out	Reg. Time	Prem. T. (Ct For P.A.)	Paid O/T	Other (Ct For P.A.)	Ann'l	Sick	LWOP	AWOL
16	8 <sup>00</sup> / <sub>a</sub>	4 <sup>30</sup> / <sub>p</sub>	8							
17	8 <sup>00</sup> / <sub>a</sub>	4 <sup>30</sup> / <sub>p</sub>	8							
18	7 <sup>35</sup> / <sub>a</sub>	4 <sup>30</sup> / <sub>p</sub>	8							
19	7 <sup>50</sup> / <sub>a</sub>	6 <sup>00</sup> / <sub>p</sub>	8		2					
20	7 <sup>00</sup> / <sub>a</sub>	4 <sup>30</sup> / <sub>p</sub>	8		8					
21	Relief Day									
22							8			
23	7 <sup>50</sup> / <sub>a</sub>	4 <sup>00</sup> / <sub>p</sub>	8							
24	7 <sup>50</sup> / <sub>a</sub>	10 <sup>30</sup> / <sub>p</sub>	8		6					
25	7 <sup>55</sup> / <sub>a</sub>	10 <sup>40</sup> / <sub>p</sub>	8		6					
26	10 <sup>30</sup> / <sub>a</sub>	4 <sup>00</sup> / <sub>p</sub>	5				3			
27	7 <sup>30</sup> / <sub>a</sub>	4 <sup>30</sup> / <sub>p</sub>	8		8					
28	Relief Day									
29								8		
30								8		
31								8		
TOTALS			61		30		11	24	-	-
Reg.	Overtime Prem. Time	Gross	Ret.	Tax	Other	Bonds	Net			
REMARKS (Changes in tour of duty, etc.):										
<p style="text-align: center;">CERTIFICATION Attendance and absences certified correct, overtime approved in accordance with existing laws and regulations</p> <p style="text-align: right;"><i>George Backe</i> Signature of Supervisor</p>										
Sample Form 1 Oct. 1944, CSC		TIME AND ATTENDANCE REPORT (Per diem, per hour and ungraded per annum employees)				Budget Bureau Approval No. 50- R026				

**LEAVE ACCRUAL TABLE**  
 For use in Preposting Standard Form 70a  
Annual Leave

For employees entering on duty during the months of					For employees entering on duty during the months of					For employees entering on duty during the months of				
JANUARY		JULY			FEBRUARY		AUGUST			MARCH		SEPTEMBER		
APRIL		OCTOBER			MAY		NOVEMBER			JUNE		DECEMBER		
Date entered on duty					Date entered on duty					Date entered on duty				
1	2-9	10-16	17-24	25-31	1	2-9	10-16	17-24	25-31	1	2-9	10-16	17-24	25-31
16	12	8	4	0	16	12	8	4	0	16	12	8	4	0
32	28	24	20	16	32	28	24	20	16	32	28	24	20	16
52	44	40	36	32	48	44	40	36	32	48	44	40	36	32
68	60	56	52	48	64	60	56	52	48	68	64	60	56	52
84	76	72	68	64	84	80	76	72	68	84	80	76	72	68
104	96	92	88	84	100	96	92	88	84	100	96	92	88	84
120	112	108	104	100	116	112	108	104	100	120	116	112	108	104
136	128	124	120	116	136	132	128	124	120	136	132	128	124	120
156	148	144	140	136	152	148	144	140	136	152	148	144	140	136
172	164	160	156	152	168	164	160	156	152	172	168	164	160	156
188	180	176	172	168	188	184	180	176	172					
208	200	196	192	188										

Sick Leave  
 (Applicable to any month)

Date entered on duty										
1	2-4	5-7	8-10	11-13	14-16	17-19	20-22	23-25	26-28	29-31
10	9	8	7	6	5	4	3	2	1	0
20	19	18	17	16	15	14	13	12	11	10
30	29	28	27	26	25	24	23	22	21	20
40	39	38	37	36	35	34	33	32	31	30
50	49	48	47	46	45	44	43	42	41	40
60	59	58	57	56	55	54	53	52	51	50
70	69	68	67	66	65	64	63	62	61	60
80	79	78	77	76	75	74	73	72	71	70
90	89	88	87	86	85	84	83	82	81	80
100	99	98	97	96	95	94	93	92	91	90
110	109	108	107	106	105	104	103	102	101	100
120	119	118	117	116	115	114	113	112	111	110

Instructions for use of table

Select the proper column according to the date of employee's entrance on duty. Enter the first figure of this column opposite the month of entrance on duty in the accrual column of the Leave Record Prop. Standard Form 00a. Enter the next figure opposite the following month, and so on, using only as many figures from the column as are necessary to complete the accrual column on the card through December.

Example: Employee enters on duty August 11. Looking at middle group of columns, which applies to February, March, August or November, select column marked '10-16', (which covers the date of the 11th). Enter first figure (8) opposite month of August in the accrual column, enter next figure (24) opposite September, figure 40 opposite October, 56 opposite November and 76 opposite December. 76 hours of annual leave is all that can be accrued by this employee for that calendar year.