

2025 MONTHLY RECORD

PART A: EMPLOYEE IDENTIFICATION		
NAME	DEPT/LOCATION/CLASSIFICATION	
HOME ADDRESS		HOME PHONE
EMPLOYEE NUMBER	UBC START DATE	POSITION START DATE

PART B: 2025 MONTHLY TOTALS (OPTIONAL)									
MONTH	SICK ACCRUED	SICK USED	SICK BALANCE	VACATION ACCRUED	VACATION USED	VACATION BALANCE	OTHER EARNED	OTHER USED	OTHER BALANCE
JAN									
FEB									
MAR									
APR									
MAY									
JUNE									
JULY									
AUG									
SEPT									
OCT									
NOV									
DEC									
TOTAL									

PART C: ACCUMULATED LEAVE AT START OF CALENDAR YEAR		
SICK CARRYOVER: <div style="border-bottom: 1px solid black; width: 100px; margin-left: 40px;"></div> _____ hours	VACATION CARRYOVER: _____ hours 2025 Entitlement: _____ hours 2025 Total: _____ hours	OTHER CARRYOVER: Other: _____ hours

***REMEMBER: Paid sick and vacation entitlements may be affected by leaves of absence.**

<u>NOTE TO SUPERVISOR:</u>
THIS RECORD MUST ALWAYS FOLLOW EMPLOYEES FROM ONE SUPERVISOR TO ANOTHER.