

Saint Joseph's College
Salaried
Leave Report

Name: _____

Department: _____

Leave Codes: Earned Time = ET, Bereavement = BV, Jury Duty = JD, Long Term Illness = LTI

Week Ending:
 (Sunday) _____

Week Ending:
 (Sunday) _____

No Time Used

No Time Used

Code	Date	Code	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Payroll Use Only

~ET~

~Other~