

UMCP LIBRARIES
Faculty Time Sheet

Name (print) _____

Month/Year: _____

DATE	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
CODE																															
*HOURS																															

Employee's Signature

Supervisor's Signature

- | | | | | | |
|---|---|----|--------------------------------------|--------------------|-----------------------------|
| D | Required duties were performed that day | | | Other Leave Codes: | |
| X | Weekend or non-scheduled work day | 01 | Leave without pay | 17 | Jury Service - Paid |
| A | Annual leave | 05 | Sick leave - Immediate family - Paid | 18 | Holiday leave |
| S | Sick leave | 06 | Family leave - Unpaid | 19 | Administrative leave - Paid |
| P | Personal leave | 15 | Accident leave | 32 | Professional/Research leave |

NOTE:
* Only enter hours for leave taken.
A maximum of 50 days of annual leave may be carried into a new calendar year.
A maximum of 45 days of annual leave will be paid upon termination.
Faculty are not eligible to earn compensatory time.
Compensatory time earned as Associate staff and carried over into FY'01 must be used within one year of date earned.
Only two days of compensatory time will be paid upon termination.
Faculty are not eligible for advanced or extended sick leave.
Faculty can not use administrative leave for death of a family member.