

**2023 Leave Record
for Part-Time Employee**

**U.S. Department of Housing and Urban Development
Office of Chief Human Capital Officer**

Name		Employee ID					Leave Category				
Annual Leave () hours earned per () hours worked		Annual Leave Balance as of (mm/dd/yyyy)			Sick Leave 1 hr. earned per 20 hrs. worked			Sick Leave Balance as of			
No.	Pay Period Dates	a. Carryover hrs. from prior ppd	b. Total hrs. worked this ppd	c. Total hrs.	d. Annual leave earned this ppd	e. Carryover to next ppd.	a. Carryover hrs. from prior ppd	b. Total hrs. worked this ppd	c. Total hrs.	d. Sick Leave earned this ppd	e. Carryover to next ppd
01	Jan 01 - Jan 14										
02	Jan 15 - Jan 28										
03	Jan 29 - Feb 11										
04	Feb 12- Feb 25										
05	Feb 26 - Mar 11										
06	Mar 12 - Mar 25										
07	Mar 26 - Apr 08										
08	Apr 09 - Apr 22										
09	Apr 23 - May 06										
10	May 07- May 20										
11	May 21 - June 03										
12	June 04 - June 17										
13	June 18 - July 01										
14	July 02 - July 15										
15	July 16 - July 29										
16	July 30 - Aug 12										
17	Aug 13 - Aug 26										
18	Aug 27 - Sept 09										
19	Sept 10 - Sept 23										
20	Sept 24 - Oct 07										
21	Oct 08 - Oct 21										
22	Oct 22 - Nov 04										
23	Nov 05 - Nov 18										
24	Nov 19 - Dec 02										
25	Dec 03 - Dec 16										
26	Dec 17 - Dec 30										
27	Dec 31 - Jan 13										