


1. Enter personal information.

Professional, Executive & Administrative Record of Leave (PEARL)				2010			
Name	Susie Coordinator		Department	Anywhere Department			
Employee #	E11111						
			Full Time Equivalency	1			
			Carried Over From Last Year	0			
			Maximum Carryover on Seniority Date	21			
Seniority Date	Month	Day	Year (yyyy)				
	1	1	2006				

2. Enter full time equivalency.

3. Enter start month, date and year.

								Approvals	
Month	Accrual	Beginning Balance	# of Benefit Days Used	Dates Benefit Time Was Taken	Ending Balance	Notes (Include information on other leaves)	Employee	Supervisor	
January	1.75	0			1.75				
February	1.75	1.75			3.5				
March	1.75	3.5		2 01/02/10, 01/03/10	3.25				
April	1.75	3.25			5				
May	1.75	5			6.75				
June	1.75	6.75			8.5				
July	1.75	8.5			10.25				
August	1.75	10.25							
September	1.75	12							
October	1.75	13.75							
November	1.75	15.5							
December	1.75	17.25			19				

4. Enter number of benefit days taken as well as date when benefit time was taken.

5. Enter any notes (if necessary) and review/initial.