

1. Enter personal information.

2. Enter full time equivalency.

3. Enter start month, date and year.

4. Place the appropriate letter in the date in which leave is taken.

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

AF24

**Professional, Executive & Administrative Record of Leave (PEARL)** 2010

Name: **Susie Coordinator** Employee # **E11111** Months Per Year Worked: **12** Start Month: **Jan**  
Home Department: **Anywhere Department** Position # **123456** Full Time Equivalency: **1.00** Start Day: **1**  
Starting at: **8:00** AM Ending at: **5:00** PM Days Worked: Su Mo Tu W Th Fr Sat Fulltime = 1.00; Half-time = 0.50, etc. Start Year: **2006**  
Reg. Hours: \_\_\_\_\_ PM \_\_\_\_\_ PM (Place an "x" in boxes) **CARRIED OVER FROM LAST YEAR: 5.00** (YYYY)  
E = Earned  
T = Taken  
B = Balance

**DAYS EARNED PER MONTH (AT ANNIVERSARY): 1.75**  
(Must complete shaded boxes)

	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	Benefit Time	NOTES	Approvals	
																																	Employee	Supervisor	
JAN	H																													1.75	E				
																															0.00	T			
																															6.75	B			
FEB																														1.75	E				
																															3.00	T			
																															5.50	B			
MAR																														1.75	E				
																															0.00	T			
																															7.25	B			
APR																														1.75	E				
																															0.00	T			
																															9.00	B			
MAY																														1.75	E				
																															0.00	T			
																															10.75	B			
JUN																														1.75	E				
																															0.00	T			
																															12.50	B			
JUL																														1.75	E				
																															0.00	T			
																															14.25	B			
AUG																														1.75	E				
																															0.00	T			
																															16.00	B			
SEP																														1.75	E				
																															0.00	T			
																															17.75	B			
OCT																														1.75	E				
																															0.00	T			
																															19.50	B			
NOV																														1.75	E				
																															0.00	T			
																															21.25	B			
DEC																														1.75	E				
																															0.00	T			
																															23.00	B			
																															23.00	B			

**CARRY OVER: 23.00**

P - Benefit Time      B - Bereavement Leave      X - Leave w/O Pay      L - Short Term Disability Leave  
W - Worker's Comp      H - Holiday      M - Military Leave      J - Jurg Duty      R - Recess