

AAP Leave Tracking Tool

Name :
Start-date:

Department:
FTE:

Year:

Month	Paid Leave Hours accrued during month	Paid Leave Hours taken during month	Month End Balance	Disability Leave	FMLA hours taken		
					DC Med	DC Fam	Federal
Carry-over from Prior Fiscal Year			June 30, 2				
July							
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Total							

*Balance at any time will not exceed 288 hours. While Leave is accrued at an hourly rate, it should be taken in increments of no less than one day. The only exception is for time taken under the FMLA.

1/27/03