



# DONNELLY COLLEGE

## RECORD OF PAID LEAVE EXEMPT EMPLOYEES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Exempt employees may be approved for the following leaves: sick leave, emergency leave, Jury Duty, vacation leave, and holidays. Exempt employees may also be approved for Professional Development Leave.**

**Vacation:** Exempt employees have 15 vacation days each year (accrues 1.25 days per month).

**Sick Leave:** Accrues monthly at a rate of .583 for a total of seven (7) working days per year. Sick days cumulate to a maximum 30 days.

**Check the appropriate leave:** \_\_\_ Sick Leave \_\_\_ Emergency Leave \_\_\_ Jury Duty  
\_\_\_ Vacation Leave \_\_\_ Personal Day \_\_\_ Professional Development

Dates of Absence	Days of Absence	COMMENTS:
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

**SIGNATURES:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date