

WEEKLY LEAVE REPORT

In accordance with the Illinois State Official and Employee Ethics Act, each employee is required to report their time and attendance on a daily basis.

Employee Name:

(Printed)

Title:

Leave Report Period:

The Leave report period coincides with the University calendar year (1.24.2019-12.31.2019) pay period 7 (R9*549.6) 11.14.19-11.20.19