

Lake-Sumter State College Leave Report for Full-Time Employees

Pay Period _____
 Name _____
 XID _____

Pay periods run from the 1st - 15th, and the 16th - last day of the month (30th, 31st).
 Return completed reports to the Payroll Department or scan and email to payroll@lssc.edu
 Enter time in quarter-hour increments (0.25, 0.50, 0.75)

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Leave Taken:
Date:								
Leave Code:								
Hours:								
Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Leave Taken:
Date:								
Leave Code:								
Hours:								
Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Leave Taken:
Date:								
Leave Code:								
Hours:								

Total Leave Hours for Pay Period: _____

 Employee Signature Date

 Supervisor Signature Date

Leave Codes:		
SIC = Sick	PER = Personal	JD = Jury Duty*
VAC = Vacation	VUP = Unpaid	MIL = Military*
* Must attach official documentation		

Reason for Paper Leave Summary:	
	Missed LOIS Deadline
	Employee on Extended Leave
	Other