

SRET Graduate Research Assistant
Vacation/Sick Leave Report
Academic Year: _____ -- _____

Name: _____

Primary Location: _____

Total hours of sick/vacation at the start of the academic year: 168
(21 days of sick/vacation x 8 hours/day)

TODAY'S DATE: _____

Total hours of sick/vacation taken so far: _____

Hours remaining that MUST be used by June 30th _____

If you have any questions regarding your vacation/sick balance, please contact Lauren Prepose at 539-3739.