Revised 2/12/2022

Student Assistant Leave Report

Contact Laura Fisk (L&S HR Mgr; laura.fisk@wisc.edu; 608-265-3333) for assistance.

This template/sample Leave Report is provided to L&S Departments for tracking paid leave to eligible student assistants. See second tab in this spreadsheet for a Leave Summary and resources.

Name:	Bucky Badger	Empl ID:	00999999	Email:	bucky.badger@wisc.edu
Type of Appt:	TA	Date of Appt:	1/6/2022-5/22/2022	FTE:	50%
Supervisor:			Email:	-	
Payroll Coord:			Email:	-	
Department:			UDDS:		

A. TOTAL LEAVE AVAILABLE

1: Sick Leave

Carryover (if applicable	48
Awarded	48
Total	**96**

2: Vacation

Awarded	**n/a**
Total	**n/a**

B. AMOUNT OF LEAVE USED, based on FTE and length of absence

Absence = 1 week	**20**	hours
Absence = 1 day	**4**	hours

Date	Sick Leave Usec	Vacation Used
sample: 2/11/2022	4	n/a