

University of Missouri

VACATION/SICK LEAVE MAINTENANCE FORM

COLUMBIA KANSAS CITY ROLLA ST. LOUIS UMC HOSPITAL CENTRAL ADMINISTRATION

ADD Employee Record UPDATE Employee Record

3 Employee Number	Employee Name (last, first, middle)	Date Prepared (MM-DD-YY)
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• NEW EMPLOYEE INFORMATION •

4 Accrual Schedule: Exempt Non-Exempt

BALANCES					
DATE	VACATION HOURS	SICK LEAVE HOURS	FAMILY SICK LEAVE HOURS USED	EXCESS VACATION HOURS LOST	PERSONAL LEAVE HOURS

• UPDATE EMPLOYEE INFORMATION •

6 De-Activate Re-Activate Zero Balances Change Accrual Schedule: Exempt Non-Exempt

ADJUST BALANCES					
DATE	VACATION HOURS	SICK LEAVE HOURS	FAMILY SICK LEAVE HOURS USED	EXCESS VACATION HOURS LOST	PERSONAL LEAVE HOURS
	+ OR -		+ OR -		+ OR -

8 Comments

9 Preparer's Name

Campus Telephone Number

Department Name and Campus Address

10 Key Entry Completed