NON-EXEMPT

Sick Leave Accrual Usage Record

NAME: _____ **Position** _____ **Department** _____

Date Sick Leave Began to Accrue _____

Maximum sick leave accrual for full time non-exempt employees is 120 days. Please refer to non-exempt employee handbook for sick leave allowance policy and prorating sick leave for part-time employee(s)

DATE	EXPLANATION	ACCRUED	USED	BALANCE