



**ASBURY UNIVERSITY**  
*Academic Excellence & Spiritual Vitality*

Monthly Vacation and Sick Leave Report

Employee: \_\_\_\_\_ Month: \_\_\_\_\_

Number of days taken during the month: \_\_\_\_\_ Sick: \_\_\_\_\_

Vacation: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employees should submit this report each month regardless of time used.**

Record the number of days used (or zero) and return one slip on the last working day of each month to the Payroll Office, in the Controller's Office.



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