2026 MONTHLY RECORD

PART A:	EMPLOYEE IDENTIFICATION	
NAME:	DEPT/LOCATION/CLASSIFICATION:	
HOME ADDRESS		HOME PHONE
SIN #/EMPL #	UBC START DATE	DEPT START DATE

PART B: 2026 MONTHLY TOTALS (OPTIONAL)

MONTH	SICK ACCRUED	SICK USED	SICK BALANCE	VACATION ACCRUED	VACATION USED	VACATION BALANCE	OTHER EARNED	OTHER USED	OTHER BALANCE
JAN									
FEB									
MAR									
APR									
MAY									
JUNE									
JULY									
AUG									
SEPT									
OCT									
NOV									
DEC									
TOTAL									

PART C: ACCUMULATED LEAVE AT START OF CALENDAR YEAR

SICK CARRYOVER:	VACATION CARRYOVER:	OTHER CARRYOVER:
_____ hours	CARRYOVER: _____ hours	
	2026 Entitlement: _____ hours	
	2026 Total: _____ hours	Other: _____ hours

*REMEMBER: Sick and Vacation entitlements may be affected by leaves of absence.

NOTE TO SUPERVISOR:

THIS RECORD MUST ALWAYS FOLLOW EMPLOYEES FROM ONE SUPERVISOR TO ANOTHER.