

#### D - Discretionary V - Vacation/ETO

F- Funeral Leave

I - Insurance Opt Out O - Other U - Unpaid

H - Holiday VOL - Volunteer Time J - Jury Duty FLX - Flex Time

# **Employee Calendar 2013-2014**

**Discretionary Days** Vacation/ETO FT/PT Insurance Opt Out Days

LOA For HR Use Only STD For HR Use Only Name

Address Phone #

Hire Date

FMLA For HR Use Only

### September 2013

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# **Employee Calendar 2013-2014**



D - Discretionary I - Insurance Opt Out

V - Vacation/ETO O - Other F- Funeral Leave U - Unpaid

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FMLA For HR Use Only LOA For HR Use Only STD For HR Use Only

#### September 2013

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### ETO - Earned Time Off

D - Discretionary

I - Insurance Opt Out V - Vacation/ETO F- Funeral Leave

H - Holiday J - Jury Duty O - Other U - Unpaid VOL - Volunteer Time

FLX - Flex Time

# **Employee Calendar 2013-2014**

**Discretionary Days** Vacation/ETO Insurance Opt Out Days

FT FT/PT

FMLA For HR Use Only LOA For HR Use Only STD For HR Use Only

# Name: Address: Phone #: Hire Date:

#### July 2013

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### August 2014

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