Regular Federal Employee's Leave Record - 2025 *(26 Pay Periods This Year)*

2025
2 Week
Leave Periods
START

A - Annual | CD - Cr Hrs Worked | CE - Comp Earned | X - AWS
S - Sick | CN - Cr Hrs Taken | CA - Comp Absent | O - Other **
H - Holiday | L - Leave w/o Pay | CL - Court
Leave Record For All Pay Period | Credit Days: 0 | U/L Wks: 0
Example: To enter 4 hours of sick leave enter S-4 on the day taken.
If you take a day of annual leave, enter A-8 for that day.
Free Leave Chart Compliments of www.FederalRetirement.net

Note: Annual leave earned each pay period depends on your length of service

Less than 3 years.....	4 hrs.
3 - 15 years.....	6 hrs.
(10 hrs. in last pay period)	
15 years and over.....	8 hrs.

	Pay Date	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Annual Leave Earned	Annual Leave Used	Annual Leave Bal	Sick Leave Earned	Sick Leave Used	Sick Leave Bal	Credit Hours Earned	Credit Hours Used	Credit Hours Bal	Comp Hours Earned	Comp Hours Used	Comp Hours Bal
																2023 bal →		0	2023 bal →			2023 bal →			2023 bal →		
1	Jan 12 - Jan 25									H						0		0	0		0	0		0	0		0
2	Jan 26 - Feb 8															0		0	0		0	0		0	0		0
3	Feb 9- Feb 22									H						0		0	0		0	0		0	0		0
4	Feb 23 - Mar 8															0		0	0		0	0		0	0		0
5	Mar 9 - Mar 22															0		0	0		0	0		0	0		0
6	Mar 23 - Apr 5															0		0	0		0	0		0	0		0
7	Apr 6 - Apr 19															0		0	0		0	0		0	0		0
8	Apr 20 - May 3															0		0	0		0	0		0	0		0
9	May 4 - May 17															0		0	0		0	0		0	0		0
10	May 18 - May 31									H						0		0	0		0	0		0	0		0
11	Jun 1 - Jun 14															0		0	0		0	0		0	0		0
12	Jun 15 - Jun 28					H										0		0	0		0	0		0	0		0
13	Jun 29 - Jul 12						H									0		0	0		0	0		0	0		0
14	Jul 13 - Jul 26															0		0	0		0	0		0	0		0
15	Jul 27 - Aug 9															0		0	0		0	0		0	0		0
16	Aug 10 - Aug 23															0		0	0		0	0		0	0		0
17	Aug 24 - Sep 6									H						0		0	0		0	0		0	0		0
18	Sep 7 - Sep 20															0		0	0		0	0		0	0		0
19	Sep 21 - Oct 4															0		0	0		0	0		0	0		0
20	Oct 5 - Oct 18									H						0		0	0		0	0		0	0		0
21	Oct 19 - Nov 1															0		0	0		0	0		0	0		0
22	Nov 2 - Nov 15										H					0		0	0		0	0		0	0		0
23	Nov 16 - Nov 29												H			0		0	0		0	0		0	0		0
24	Nov 30 - Dec 13															0		0	0		0	0		0	0		0
25	Dec 14 - Dec 27												H			0		0	0		0	0		0	0		0
26	Dec 28 - Jan 10					H										0		0	0		0	0		0	0		0
		*Observed Holidays ** Other leave such as furloughs, etc.														0	0	0	0	0	0	0	0	0	0	0	0