



UNIVERSITY OF WASHINGTON
ACADEMIC STUDENT EMPLOYEE LEAVE RECORD
 ACADEMIC STUDENT EMPLOYEE PROGRAM

2011

Name	Job Class Code and Title					ID Number					Personal Holiday					LEAVE BALANCES:*				INITIALS	
																VACA. DAYS USED	BEGIN. BAL	PAID LEAVE USED	BEGIN. BAL		
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
JAN 16	17	H	18	19	20	21	22	23	24	25	26	27	28	29	30	31				Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
FEB 16	17	18	19	20	H	22	23	24	25	26	27	28							Supervisor		
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
MAR 16	17	18	19	Q	Q	Q	Q	Q	Q	Q	26	27	28	29	30	31				Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
APR 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
MAY 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	H	31				Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	Q	Q	Q	Q	Q					Employee	
JUN 16	Q	Q	Q	Q	20	21	22	23	24	25	26	27	28	29	30					Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
JUL 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
AUG 16	17	18	19	20	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	31			Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
SEP 16	Q	Q	Q	Q	H	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q				Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
OCT 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	H	13	14	15						Employee	
NOV 16	17	18	19	20	21	22	23	H	H	26	27	28	29	30						Supervisor	
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee	
DEC 16	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	H	27	Q	28	Q	29	Q	30	Q	31	Supervisor

* Ending leave balances do not carry over.

Maintenance and Retention of Record

The employing department is responsible for maintaining this record in an accurate and timely manner. Both the employee and the supervisor are to review the record each month to verify that the daily and cumulative leave record is correct, and sign the record to signify their concurrence. All notations should be made in ink. Changes should be initialed by both parties. The record is to be retained and kept in a safe, accessible place by the department.

General Guidelines for Leave Use

The following guidelines are intended to inform ASEs, supervisors, and employing department staff about the leave entitlements afforded under the UW/UAW contract. However, these guidelines do not superseded the actual contract articles.

Vacation

ASEs with a 50% or greater FTE appointment for twelve months will have a minimum of four weeks (20 business days) of vacation time off during those twelve months. ASEs with a 50% appointment for less than twelve months or who are appointed for less than 50% FTE shall have vacation time off

prorated on this basis. Vacation time off shall be taken during academic quarter breaks or as otherwise mutually agreed to by the ASE and a supervisor.

Leaves of Absence

The period of paid leave as described in Article 16 shall generally be no more than seven (four hour) days per year for an ASE whose appointment is 50% FTE for the academic year or longer. For ASEs who are employed for fewer than three quarters or are employed for less than 50% FTE, the amount of paid leave will be prorated.

The period of leave for bereavement shall be 1-3 days per occurrence.

An ASE shall have those rights provided by law for military leave.

An ASE shall not have any reduction of stipend or pay due to jury duty service.

Holidays

ASEs employed 50% FTE for three or more quarters during the 12-month period starting September 16th shall be entitled to one personal holiday during that 12-month period. Any ASE required by the University to work on a University holiday may arrange with the appropriate supervisor for a mutually agreeable alternative within the same quarter.

KEY:	V = Vacation	PH = Personal Holiday
	P = Paid Leave	B = Bereavement Leave
H = Holiday	UP = Unpaid Leave	C = Civil Leave
Q = Quarter Breaks	HU = Holiday Used	M = Military Leave
	HW = Holiday Worked	

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UNIVERSITY OF WASHINGTON
ACADEMIC STUDENT EMPLOYEE LEAVE RECORD
 ACADEMIC STUDENT EMPLOYEE PROGRAM

2012

Name	Job Class Code and Title		ID Number		Personal Holiday		LEAVE BALANCES:*				INITIALS									
							VACA. DAYS USED	BEGIN. BAL	PAID LEAVE USED	BEGIN. BAL										
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
JAN 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
FEB 16	17	18	19	20	21	22	23	24	25	26	27	28	29							Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
MAR 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
APR 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
MAY 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
JUN 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
JUL 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
AUG 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
SEP 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
OCT 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
NOV 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						Supervisor
FTE% 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Employee
DEC 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Supervisor

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2013

Name	Job Class Code and Title					ID Number					Personal Holiday					LEAVE BALANCES:*				INITIALS																		
	FTE%	VACA. DAYS USED	BEGIN. BAL	PAID LEAVE USED	BEGIN. BAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14		15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JAN	1	H	Q	Q	Q	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																		Employee
JAN	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
FEB	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
FEB	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
MAR	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
MAR	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
APR	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
APR	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
MAY	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
MAY	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
JUN	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
JUN	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
JUL	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
JUL	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
AUG	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
AUG	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
SEP	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
SEP	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
OCT	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
OCT	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
NOV	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
NOV	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor
DEC	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																	Employee	
DEC	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						Supervisor

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