

**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
SICK LEAVE USAGE SHEET  
CALENDAR YEAR 2009**

INSTITUTION	Pay Period Ending						1ST Quarter Adjustments	1ST Quarter SUBTOTAL	Pay Period Ending						2ND Quarter Adjustments	2ND Quarter SUBTOTAL	CY 2009 GRAND TOTAL
	01/27/09	02/10/09	02/24/09	03/10/09	03/24/09	04/07/09			04/21/09	05/05/09	05/19/09	06/02/09	06/16/09	06/30/09			
JCI								-								-	-
MCIJ								-								-	-
MTC								-								-	-
MCAC								-								-	-
MRDCC								-								-	-
BPRU								-								-	-
BCCC								-								-	-
MCIH								-								-	-
MCTC								-								-	-
RCI								-								-	-
MCIW								-								-	-
PRUW								-								-	-
PRS01								-								-	-
BBCF								-								-	-
JPRU								-								-	-
SMPRU								-								-	-
EPRU								-								-	-
CLF								-								-	-
TBC								-								-	-
ECI								-								-	-
PHPRU								-								-	-
WCI								-								-	-
NBCI								-								-	-
DOC TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PATX								-								-	-
DPDS01								-								-	-
PTRS								-								-	-
BCDC								-								-	-
CBIF								-								-	-
DPDS TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DPSCS TOT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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See procedure in the <i>Financial Operations Manual, Section VI (F) Leave Reporting</i> for instructions.															
Institutional staff may hide or delete unneeded rows.															
HRSD staff may insert additional rows as needed.															
Columns may be hidden when not required; currently columns R through AI, which are for the thrid and fourth quarter information, are hidden.															
It is suggested that:															
1 The first and last columns (A and AJ) should never be hidden,															
2 The columns for quarterly totals should not be hidden once data has been posted to the quarter, and															
3 At least the most recent 4 columns of specific pay period information should remain unhidden.															
Use the command Format, Columns to hide or unhide columns.															