TOUR OF DUTY

LEGEND:

■ = Last day of Month   A = Annual Leave   S = Sick Leave

H = Holiday   M = Military Leave   R = Restored Leave

SUGGESTED CODES:

E = Excused   W = Absent Without Leave   CE = Compensation Time Earned   OT = Overtime

D = Award Leave   L = Leave Without Pay   CU = Compensation Time Used   C = Continuation of Pay for Traumatic

LEAVE EARNED	LEAVE CATEGORY	PER PAY PERIOD ANNUAL	PER PAY PERIOD SICK	PER LEAVE YEAR ANNUAL	PER LEAVE YEAR SICK
	4	4	4	104	104
	6	6*	4	160	104
	8	8	4	208	104

*10 hours pay period ending 12/21.

ANNUAL LEAVE
CARRY-OVER

OPENING BALANCE

SICK LEAVE
CARRY-OVER

OPENING BALANCE

CODE	DATES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	ANNUAL EARNED	ANNUAL USED	USED TO DATE	BALANCE	SICK EARNED	SICK USED	USED TO DATE	BALANCE
2	1/6 - 1/19																						
3	1/20 - 2/2		H										■										
4	2/3 - 2/16																						
5	2/17 - 3/2		H										■										
6	3/3 - 3/16																						
7	3/17 - 3/30																						
8	3/31 - 4/13	■																					
9	4/14 - 4/27																						
10	4/28 - 5/11			■																			
11	5/12 - 5/25																						
12	5/26 - 6/8		H				■																
13	6/9 - 6/22																						
14	6/23 - 7/6								■				H										
15	7/7 - 7/20																						
16	7/21 - 8/3							■															
17	8/4 - 8/17																						
18	8/18 - 8/31														■								
19	9/1 - 9/14		H																				
20	9/15 - 9/28																						
21	9/29 - 10/12		■																				
22	10/13 - 10/26		H																				
23	10/27 - 11/9					■																	
24	11/10 - 11/23		H																				
25	11/24 - 12/7				H		■																
26	12/8 - 12/21																						
1	12/22 - 1/4				H						■	H											

EMPLOYEE

ADDRESS *(Street, City, State, and ZIP Code)*

LEAVE CATEGORY CODE

BLOCK NUMBER

SERVICE COMPUTATION DATE

The untitled columns above and on the back provide space to record other leave or premium pay categories that may apply.

LAST NAME, FIRST NAME, MIDDLE INITIAL

TELEPHONE NUMBER

ENTERED ON OR TRANSMITTAL DATE

GENERAL SERVICES ADMINISTRATION
PREVIOUS EDITION IS NOT USABLE

ANNUAL ATTENDANCE RECORD - 2019
Sensitive, but Unclassified

GSA 873 (REV. 12/2018)
(Also known as OF 873)

This optional form is for timekeepers to use in recording daily and bi-weekly pay and leave activity. The form is a record of what SHOULD BE recorded into the official payroll system. The bi-weekly Earnings and Leave Statement, the Supervisor's Time and Attendance Report, and the Premium Pay Report as well as other management reports reflect what IS in the official payroll system. Those reports should agree with the data on this form. The untitled columns on this form may be used to maintain usage and balances for any leave and premium pay categories that may apply for an individual employee. Examples: Leave categories - Shared (Donated), Restored, Award, Family Friendly (Sick or Medical), Military, Compensatory Leave, and Credit Hours. Premium Pay hours include Environmental Differential Pay, Sunday Premium, Night Differential, as well as Overtime, and can be included.

PAY PERIOD		OTHER TYPES OF LEAVE CATEGORIES																	
CODE	DATES																		
2	1/6 - 1/19																		
3	1/20 - 2/2																		
4	2/3 - 2/16																		
5	2/17 - 3/2																		
6	3/3 - 3/16																		
7	3/17 - 3/30																		
8	3/31 - 4/13																		
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16	7/21 - 8/3																		
17	8/4 - 8/17																		
18	8/18 - 8/31																		
19	9/1 - 9/14																		
20	9/15 - 9/28																		
21	9/29 - 10/12																		
22	10/13 - 10/26																		
23	10/27 - 11/9																		
24	11/10 - 11/23																		
25	11/24 - 12/7																		
26	12/8 - 12/21																		
1	12/22 - 1/4																		