

TEXAS LEGISLATIVE COUNCIL
Monthly Time Report

Name: _____
 (Last) (First) (Initial)

_____ **Month & Year**

(Initial)

[illegible]

Date: _____

Date: _____

Instructions for Completing Monthly Time Report

- 1 Fill in the number of hours worked up to the maximum scheduled hours for that day (for example, 8 hours per day for a full-time employee) in the *Reg Hours Worked* column. Any time worked in excess of scheduled hours, as well as all hours worked on a holiday, should be written in the *Comp Hours Worked* column. Holiday time taken (if applicable to your division policy) does not need to be recorded under *Leave Taken* and may be recorded as 0 in the *Reg Hours Worked* column.
- 2 If a complete day is not worked, hours absent must be charged to one of the *Leave Taken* columns.
- 3 All leave taken must be approved by your manager.

Application for Advance Approval of Leave

Dates Covered by Leave		Leave Type (Hours)		Leave Requested
<u>From</u>	<u>To</u>	<u>Vacation</u>	<u>Compensatory</u>	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Hours: _____

☐ Approve
 ☐ Disapprove

 Reviewer Signature

 Date

Application for Approval of Sick Leave

Dates Covered by Sick Leave		Hours Taken	Explanation (Please describe the nature of illness and statement of facts below:)
<u>From</u>	<u>To</u>		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours: _____

I certify that the above statements are true and correct:

 Employee Signature

 Date

 Physician Signature

 Date

☐ Approve
 ☐ Disapprove

 Reviewer Signature

 Date

Note: Each employee must submit a sick leave application immediately on returning to duty after any absence because of illness. To be eligible for accumulated sick leave with pay for a continuous period of more than three working days, it is necessary to submit a doctor's certificate (or some written statement of facts) showing the nature of the illness.