



Cheney Public Schools Leave Tracking Calendar

Employee Name: _____ School Year: _____

Building: _____ Position Title: _____

Enter the number of hours absent per day (regardless of how or if your absence is paid).

Month	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	Hours Used					
September																																					
October																																					
November																																					
December																																					
January																																					
February																																					
March																																					
April																																					
May																																					
June																																					
July																																					
August																																					

Submit a copy of this completed calendar to Human Resources on the last contract day of each month.

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