

UNIVERSITY OF KANSAS
REPORT OF LEAVE TAKEN

(To be filed at Business Office *not later than 5 p. m.* of last day of month.)

A. B. Commons

(Name of Employee)

Laborer

(Civil Service Classification)

took the following time off during the month of October, 1944
in accordance with Civil Service rules 10.2, 10.3, 10.4 or 10.5:

VACATION: 6 (No. days) October 9 - 14 (Give dates of days taken off)

SICK LEAVE: _____ (No. days) _____ (Give dates of days taken off)

OVERTIME: _____ (No. days) _____ (Give dates of days taken off)

LEAVE WITHOUT PAY: _____ (No. days) _____ (Give dates of days taken off)

Date October 16, 1944

Signed _____
Supervisor.

