

LEAVE PROGRESSION DATE ADJUSTMENT WORKSHEET

1 Determine dates of employment

_____ thru _____
 _____ thru _____
 _____ thru _____

Employee Name _____
Employee ID _____
Agency/Home Org _____

Current Cont Serv Date: _____

2 First period of employment

	Year	Month	Day
Broke Serv			
Hire Date			
1st Per =			

3 Second period of employment

Broke Serv			
Hire Date			
2nd Per =			

4 Third period of employment

Broke Serv			
Hire Date			
3rd Per =			

5 Total

1st period			
2nd period			
3rd period			
Total Length of Service =			

6 Convert Date

Most Current Hire Date			
Total Length of Service			
Adj Leave Prog Date			

7 New Leave Progression Start Date _____

For purposes of this form use 30 days in a month.