



Government Employees

2014 Leave Record



Alternate Pay Period
Beginning
January 5, 2014

GEICO

Federal Program

Serving those who serve the nation



Why should federal workers like you consider GEICO?

GEICO, the Government Employees Insurance Company, was founded over 75 years ago to serve the insurance needs of federal employees. Since then, GEICO has grown to become the nation's third-largest private passenger insurance company with more than 12 million policyholders from all walks of life. In fact, GEICO insures nearly a half million federal employees. And for good reason, too.

As a GEICO policyholder, you'll get:

- **Competitive rates** to help you save money.
- **Special discounts** for federal employees.
- **24/7 service and access to a licensed agent** to help answer questions, make policy changes, and more.
- **Fast, fair claim handling** to get you and your car back on the road.
- **Coverage** for your motorcycle and RV, plus help with homeowners, renters, boat coverage and more through the GEICO Insurance Agency.

Go to geico.com/gov, call **1-800-947-AUTO (2886)** or contact your local GEICO agent today for a fast, free rate quote. It's easy to see how much you could save as a federal employee.

Another easy way to keep track of your leave time? Use your smart phone and scan this code to get your FREE Federal Leave Card App.
(A bar code reader app and a camera phone are required to scan code.)



Leave Key:

A - Annual	CE - Compensatory Earned
S - Sick	CU - Compensatory Used
H - Holiday	L - Leave Without Pay
E - Excused	ML - Military
F - Flex Day	CL - Court

Note: Annual Leave earned each pay period depends on your length of service:

Less than 3 years.....	4 hrs.
3 - 15 years.....	6 hrs.
(10 hrs. in last pay period)	
15 years and over.....	8 hrs.

Notes:

Why should you consider GEICO?

GEICO has grown to over 12 million policyholders from all walks of life. In fact, GEICO insures nearly a half million federal employees.

As a GEICO policyholder, you'll get:

- Competitive rates
- Special discount for federal employees
- 24/7 service and access to a licensed agent
- Fast, fair claim handling

Go to geico.com/gov, call **1-800-947-AUTO (2886)** or contact your local GEICO agent for a free rate quote today!

Another easy way to keep track of your leave time? Use your smart phone and scan this code to get your FREE Federal Leave Card App.



(A bar code reader app and a camera phone are required to scan code.)

GEICO

Federal Program

Some discounts, coverages, payment plans and features are not available in all states or all GEICO companies. Discount amount varies in some states. Discount is not available in all states or in all GEICO companies. One group discount applicable per policy. Coverage is individual. In New York a premium reduction may be available. GEICO is the third-largest private passenger auto insurer in the United States according to the 2012 A.M. Best market share report, published April 2013. Motorcycle coverage is underwritten by GEICO Indemnity Company. Homeowners, renters and boat coverages are written through non-affiliated insurance companies and are secured through the GEICO Insurance Agency, Inc. GEICO is a registered service mark of Government Employees Insurance Company, Washington, D.C. 20076; a Berkshire Hathaway Inc. subsidiary.
GEICO Gecko Image © 1999-2013

P-85_9-13

Government Employees

2014 Leave Record



Alternate Pay Period Beginning

January 5, 2014

GEICO

Federal Program

Serving those who serve the nation

There's One For You And One To Pass Along To A Friend!

2014 LEAVE RECORD

LEAVE PERIODS



DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD

Example: If you take a day of sick leave, enter 5-8 for that day. If you take a day of annual leave, enter A-8 for that day.

	LEAVE PERIODS							ANNUAL LEAVE							SICK LEAVE		OTHER LEAVE				
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Carried Over	Earned/Used/Balance	Carried Over	Earned/Used/Balance	Carried Over	Earned/Used/Balance	
1																	4				
2																	4				
3																	4				
4																	4				
5																	4				
6																	4				
7																	4				
8																	4				
9																	4				
10																	4				
11																	4				
12																	4				
13																	4				
14																	4				
15																	4				
16																	4				
17																	4				
18																	4				
19																	4				
20																	4				
21																	4				
22																	4				
23																	4				
24																	4				
25																	4				
26																	4				

A - Annual
S - Sick
H - Holiday

CE - Compensatory Earned
CU - Compensatory Used
L - Leave Without Pay

E - Excused
ML - Military
CL - Court

F - Flex Day

Copyright 1956, Government Employees Insurance Company. Additional copies available without charge.

Note: Annual Leave earned each pay period depends on your length of service:
 less than 3 years.....4 hrs.
 3 - 15 years6 hrs.
 10 hrs. in last pay period)
 15 years and over.....8 hrs.

2014 FEDERAL EMPLOYEES LEAVE RECORD

LEAVE PERIODS	DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD							ANNUAL LEAVE							SICK LEAVE		OTHER LEAVE				
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	
1																	4				
2																	4				
3																	4				
4																	4				
5																	4				
6																	4				
7																	4				
8																	4				
9																	4				
10																	4				
11																	4				
12																	4				
13																	4				
14																	4				
15																	4				
16																	4				
17																	4				
18																	4				
19																	4				
20																	4				
21																	4				
22																	4				
23																	4				
24																	4				
25																	4				
26																	4				