



Why should federal employees 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 second-largest private passenger insurance company with more than 15 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, boat and RV, plus help with homeowners, renters coverage and more through the GEICO Insurance Agency.



could save you 15% or more on car insurance.®

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.

Some discounts, coverages, payment plans and features are not available in all states or all GEICO companies. GEICO contracts with various membership entities and other organizations, but these entities do not underwrite the offered insurance products. Discount amount varies in some states. One group discount applicable per policy. Coverage is individual. In New York a premium reduction may be available. GEICO may not be involved in a formal relationship with each organization; however, you still may qualify for a special discount based on your membership, employment or affiliation with those organizations. Motorcycle and ATV coverages are underwritten by GEICO Indemnity Company. Homeowners, renters and condo coverages are written through non-affiliated insurance companies and are secured through the GEICO Insurance Agency, Inc. Boat and PWC coverages are underwritten by GEICO Marine Insurance Company. GEICO is the second-largest private passenger auto insurer in the United States according to the 2016 A.M. Best market share report, published May 2017. GEICO is a registered service mark of Government Employees Insurance Company, Washington, D.C. 20076; a Berkshire Hathaway Inc. subsidiary. GEICO Gecko image © 1999-2017. © 2017 GEICO

GEICO®

Insuring Federal Employees for over 75 years

Serving those who serve the nation

GOVERNMENT EMPLOYEES



2018

LEAVE RECORD

Regular Pay Period
beginning
January 7, 2018

GEICO®

Insuring Federal Employees for over 75 years



2018 LEAVE RECORD - REGULAR

LEAVE PERIODS



DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD

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

LEAVE PERIODS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	ANNUAL LEAVE Carried Over	SICK LEAVE Carried Over	OTHER LEAVE Carried Over
	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance
1 JAN 7 - JAN 20									H								
2 JAN 21 - FEB 3																	
3 FEB 4 - FEB 17																	
4 FEB 18 - MAR 3		H															
5 MAR 4 - MAR 17																	
6 MAR 18 - MAR 31																	
7 APR 1 - APR 14																	
8 APR 15 - APR 28																	
9 APR 29 - MAY 12																	
10 MAY 13 - MAY 26									H								
11 MAY 27 - JUN 9																	
12 JUN 10 - JUN 23																	
13 JUN 24 - JUL 7									H								
14 JUL 8 - JUL 21																	
15 JUL 22 - AUG 4																	
16 AUG 5 - AUG 18																	
17 AUG 19 - SEP 1																	
18 SEP 2 - SEP 15		H															
19 SEP 16 - SEP 29																	
20 SEP 30 - OCT 13									H								
21 OCT 14 - OCT 27																	
22 OCT 28 - Nov 10																	
23 Nov 11 - Nov 24												H					
24 Nov 25 - Dec 8																	
25 Dec 9 - Dec 22																	
26 Dec 23 - JAN 5			H						H								

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

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.