



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 16 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/federal, 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, in all GEICO companies, or in all situations. 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 2017 A.M. Best market share report, published May 2018. GEICO is a registered service mark of Government Employees Insurance Company, Washington, D.C. 20076; a Berkshire Hathaway Inc. subsidiary. GEICO Gecko image © 1999-2019. © 2019 GEICO

GEICO®

Insuring Federal Employees for over 75 years

Serving those who serve the nation

GOVERNMENT EMPLOYEES



2019

LEAVE RECORD

Regular Pay Period
beginning
January 6, 2019

GEICO®

Insuring Federal Employees for over 75 years

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2019 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-S for that day. If you take a day of annual leave, enter A-A for that day.

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

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.

*Holiday Observed

F - Flex Day

E - Excused
 ML - Military
 CL - Court

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

A - Annual
 S - Sick
 H - Holiday