<table>
<thead>
<tr>
<th>STATE OVERTIME</th>
<th>FLSA OVERTIME</th>
<th>STATE COMP</th>
<th>FLSA COMP</th>
<th>SICK LEAVE</th>
<th>VACATION</th>
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**TOTAL**

- Sick Leave
- Vacations
- FLSA Comp
- State Comp

**Leave Balance**

- Title
- Organization
- Name
- Remarks

---

**Vacation/Sick/Comp Time Report**

Lamar University

F3.6

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**INSTRUCTIONS**

Month/Year:

- Enter your name in the top left corner.
- Enter your hours in the top right corner.
- Enter your total hours in the bottom right corner.

**Leave Totals**

- Sick Leave
- FLSA Comp
- State Comp

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**Remarks**

- Date
- Supervisor's Signature
- Employee Signature

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**Leave For**

- Mo.
- Fr.

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**Employee ID**

---

**F3.6**

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**In excess of accumulated balance.**

- An F3.2 must accompany any leave.