

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 second-largest private passenger insurance company with more than 13 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? Get the FREE Federal Leave Card App from GEICO.

Simply go to

geico.com/information/federal/leave-record

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 second-largest private passenger auto insurer in the United States according to the 2013 A.M. Best market share report, published April 2014. 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.

2015

Government Employees Leave Record



Regular Pay
Period Beginning
January 11, 2015

GEICO
Federal Program®

Serving those who serve the nation

2015 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.

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

***Holiday observed**

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

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.