

Sample LEAP Tracking Form

**LIMITED EXAMINATION AND APPOINTMENT PROGRAM (LEAP)
TRACKING FORM
<Department Name>
<Year>**

Employee Name	Appointment (A01) Date	Classification	Supervisor Name	1 st JEP Date	2 nd JEP Date	Approval Package Sent to CalHR Date	CalHR Approval Date	Transition to Parallel Class (A22) Date
1.								
2.								
3.								

Note:

The example above uses a Microsoft Word spreadsheet to capture tracking of LEAP participants from the time an appointment is made through the completion of the JEP during the calendar year. Department LEAP Coordinators may find this helpful to maintain communication with all parties and keep an organized listing of all departmental LEAP appointments. This is only an example and adjustments may be made as necessary. Totals captured within the tracking document may also be used for Annual Workforce Analysis LEAP reporting.