

VACATION / SICK LEAVE RECORD

** if you "work" or are in a pay status less than your budgeted hours your accrual will be PRORATED.

Pay #	Pay Period Ending	Hours Worked		V A C A T I O N			D A T E S			S I C K / F A M I L Y			Floating Holiday <small>(Jan-June=2 - July-Oct 1=1)</small>	OTHER LEAVE/ Hours worked		
		reg	o/t	Used	Accrual	Balance	Personal-1	Family	Sick	Used	Accrual	Balance		Date	Casual hrs worked	Explanation
		BALANCE CARRIED FORWARD			BALANCE CARRIED FORWARD			BALANCE CARRIED FORWARD								
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MAXIMUM VACATION CARRYOVER _____ hours (200% of annual accrual)