

PTO & SICK LEAVE ACCRUAL TRACKER

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

JOB TITLE

PAY PERIOD START

PAY PERIOD END

MANAGER / SUPERVISOR

ACCRUAL SETTINGS & RATES

PTO Accrual Rate (Per Pay Period)

Sick Leave Accrual Rate (Per Pay Period)

Maximum Carryover Allowed (Annual)

LEAVE BALANCE SUMMARY

Paid Time Off (PTO)

Sick Leave

Personal Leave

DETAIL LOG (LEAVE TAKEN THIS PERIOD)



Employee Signature Date

Authorized Approver Signature Date