EMPLOYEE SICK LEAVE AND VACATION TRACKING

Employee Name		**Employee ID**	
Department		**Manager / Supervisor**	
Calendar Year		**Date of Hire**	

Vacation Hours Summary	
Annual Vacation Allowed	
Vacation Hours Carried Over	
Total Vacation Hours Earned	
Total Vacation Hours Used	
Current Vacation Balance	
Sick Leave Hours Summary	
Annual Sick Leave Allowed	
Sick Leave Hours Carried Over	
Total Sick Leave Hours Earned	
Total Sick Leave Hours Used	
Current Sick Leave Balance	

DATE	TYPE (VACATION / SICK)	DESCRIPTION / REASON	HOURS EARNED (+)	HOURS USED (-)	RUNNING BALANCE

DATE	TYPE (VACATION / SICK)	DESCRIPTION / REASON	HOURS EARNED (+)	HOURS USED (-)	RUNNING BALANCE