

FTE HOLIDAY PAY ACCRUAL CALCULATOR

Document ID:
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Employee Details

Employee Name

Employee ID

Department

Employment Start Date

FTE & Accrual Settings

FTE Ratio (e.g. 1.0, 0.5)

Standard Full-Time Entitlement (Days)

Pro-Rata Annual Entitlement

Accrual Rate (per hour worked)

Accrual Summary

TOTAL HOURS WORKED
ACCRUED HOLIDAY (HOURS)
HOLIDAY TAKEN (HOURS)
REMAINING BALANCE (HOURS)

Accrual Ledger (By Pay Period)

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	<input type="text"/>
Total:	<input type="text"/>

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Total:

Authorized Signature: _____

Approval Date: _____