

PTO & SICK LEAVE ACCRUAL TRACKER

Payroll & Benefits Record

Employee Name:

Employee ID:

Department:

Manager / Supervisor:

Pay Period Start:

Pay Period End:

Accrual Rate (PTO):

Accrual Rate (Sick):

LEAVE BALANCE SUMMARY

Leave Type	Beginning Balance	Accrued YTD	Used YTD	Current Balance Available
Paid Time Off (PTO)				
Sick Leave				

DETAILED ACCRUAL AND USAGE LOG

Date	Leave Type (PTO / Sick)	Transaction Type	Hours (+)	Hours (-)	Balance	Approved / Authorized By

Employee Signature Date

Authorized Approver Signature Date

