

# ANNUAL VACATION AND SICK TIME ACCRUAL LOG

Payroll & Benefits Record

Employee Name:

Employee ID:

Department:

Calendar Year:

Supervisor:

Date of Hire:

## Vacation Leave Summary

Beginning Balance

Total Accrued YTD

Total Used YTD

Ending Balance

## Sick Leave Summary

Beginning Balance

Total Accrued YTD

Total Used YTD

Ending Balance

PAY PERIOD / MONTH	VACATION HOURS (VAC)			SICK HOURS (SICK)			NOTES / REMARKS
	ACCRUED	USED	BALANCE	ACCRUED	USED	BALANCE	
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							

PAY PERIOD / MONTH	VACATION HOURS (VAC)			SICK HOURS (SICK)			NOTES / REMARKS
	ACCRUED	USED	BALANCE	ACCRUED	USED	BALANCE	
December							
<b>TOTALS</b>							

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Employee Signature

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Supervisor/HR Signature