

SMALL BUSINESS PTO & SICK LEAVE ACCRUAL CALCULATOR

Payroll Period & Employee Leave Ledger

Employee & Policy Information

Employee Name

Employee ID

Hire Date

Pay Period Frequency

PTO Accrual Rate (hrs/period)

Sick Accrual Rate (hrs/period)

Max PTO Carryover (hrs)

Max Sick Carryover (hrs)

Year-to-Date Leave Summary

Paid Time Off
(PTO)

Sick Leave

Detailed Accrual & Usage Ledger





Employee Signature

Date

Payroll Administrator Signature

Date