# PAID TIME OFF & SICK LEAVE LEDGER

EMPLOYEE RECORD & ACCRUAL HISTORY

Fiscal Year: _____

Last Updated: _____

Employee Name:
Employee ID:
Department:
Job Title:
Manager / Supervisor:
Hire Date:
PTO Accrual Rate (Hr/Pay):
Sick Accrual Rate (Hr/Pay):

## BALANCES SUMMARY (HOURS)

| PAID TIME OFF (PTO) | | | SICK LEAVE | | |
|---|---|---|---|---|---|
| BEGINNING BALANCE | YTD ACCRUED / USED | CURRENT BALANCE | BEGINNING BALANCE | YTD ACCRUED / USED | CURRENT BALANCE |
| | | | | | |

## TRANSACTION LEDGER

| DATE | TRANSACTION TYPE | DESCRIPTION / REASON | PTO HOURS (+/-) | SICK HOURS (+/-) | BALANCE (PTO) | BALANCE (SICK) |
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EMPLOYEE SIGNATURE DATE

PAYROLL ADMINISTRATOR SIGNATURE DATE