

FINAL PAYCHECK VACATION PAYOUT CALCULATOR

Payroll Department Record

Employee Information

Employee Name:

Employee ID:

Department:

Termination/Separation
Date:

Final Pay Period:

Vacation Accrual Balance

Description	Hours / Days
Prior Year Unused Balance Carried Forward	<input type="text"/>
Vacation Accrued Current Year (YTD)	<input type="text"/>
Less: Vacation Taken Current Year (YTD)	<input type="text"/>
Total Eligible Vacation Payout Balance	<input type="text"/>

Payout Calculation

Calculation Step	Rate / Amount
Regular Hourly Rate of Pay (\$)	<input type="text"/>
Total Eligible Vacation Hours (from above)	<input type="text"/>
Gross Vacation Payout Amount (\$)	<input type="text"/>

Employee Signature

Payroll Administrator Signature

Date

Date