

MONTHLY VACATION & SICK TIME TRACKER

Employee

Name: _____

Employee ID: _____

Department: _____

Manager/Supervisor: _____

Month & Year: _____

Pay Period: _____

VACATION HOURS BALANCE			SICK LEAVE HOURS BALANCE		
BEGINNING BALANCE	HOURS USED THIS MONTH	ENDING BALANCE	BEGINNING BALANCE	HOURS USED THIS MONTH	ENDING BALANCE

Date	Day of Week	Vacation Hours Used	Sick Leave Hours Used	Comments / Reason for Leave
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

Date	Day of Week	Vacation Hours Used	Sick Leave Hours Used	Comments / Reason for Leave
27				
28				
29				
30				
31				
TOTALS:				

Employee Signature

Date

Supervisor Signature

Date