

ANNUAL PAID TIME OFF & SICK LEAVE ACCRUAL SHEET

PAYROLL & HR ADMINISTRATION TEMPLATE

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

MANAGER

CALENDAR YEAR

HIRE DATE

PTO ACCRUAL RATE (PER PERIOD)

SICK ACCRUAL RATE (PER PERIOD)

PAID TIME OFF (PTO) SUMMARY

TOTAL ACCRUED

TOTAL USED

ENDING BALANCE

SICK LEAVE SUMMARY

TOTAL ACCRUED

TOTAL USED

ENDING BALANCE

PAID TIME OFF (PTO) DETAILS (HOURS)

SICK LEAVE DETAILS (HOURS)

January

February

March

April

May

June

July

August

PAID TIME OFF (PTO) DETAILS (HOURS)

SICK LEAVE DETAILS (HOURS)

September

October

November

December

YTD Total

Employee Signature Date

Payroll Administrator Signature Date