

HOLIDAY PAY ACCRUAL TEMPLATE

State-Specific Compliance & Tracking

Company Name: _____
State of Employment: _____
Employee Name: _____
Employee ID: _____
Job Title/Class: _____
Department: _____
Effective Date: _____
Payroll Period: _____

STATE-SPECIFIC ACCRUAL RULES & POLICY SETTINGS

Accrual Parameter	Value/Rate	Applicable State/Local Law Reference
Accrual Method (e.g., Hourly, Per Pay Period, Lump Sum)		
Accrual Rate (Hours accrued per hour/period worked)		
Maximum Annual Accrual Cap (Hours)		
Maximum Carryover Limit to Next Year (Hours)		
Waiting Period Before Usage Eligibility (Days)		
Payout Required Upon Separation / Termination?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

HOLIDAY PAY ACCRUAL LEDGER & BALANCE SHEET

Date / Pay Period	Description / Holiday Name	Hours Worked (Base)	Accrued Hours (+)	Used Hours (-)	Adjustments (+/-)	Ending Balance	Approved
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

COMPLIANCE ADJUSTMENTS & POLICY NOTES

Prepared By (Payroll Representative Signature / Date)

Approved By (HR/Operations Manager Signature / Date)