

ACCRUED VACATION PAYOUT

Calculation & Authorization Sheet

EMPLOYEE & SEPARATION DETAILS

Employee Name: _____ **Employee ID:** _____
Department: _____ **Job Title:** _____
Separation Date: _____ **Payroll Cycle:** _____

VACATION ACCRUAL BALANCE

Accrual Description	Days / Hours
Prior Year Carryover Balance	
Vacation Accrued Current Year YTD	
Total Vacation Available (Carryover + Accrued)	
Less: Vacation Taken Current Year YTD (-)	
Total Accrued, Unused Vacation Eligible for Payout	

PAYOUT RATE & TOTAL GROSS CALCULATION

Calculation Element	Rate / Amount
Base Hourly Rate of Pay (or Equivalent Hourly Rate)	
Total Eligible Unused Vacation Hours (from above)	
Total Gross Vacation Payout Amount	

AUTHORIZATION SIGNATURES

Prepared By (Payroll Administrator)

Date

Approved By (HR / Operations Manager)

Date