

ANNUAL LEAVE & HOLIDAY ACCRUAL

Payroll Department Template

COMPANY NAME

FISCAL / ACCRUAL YEAR

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

EMPLOYMENT START DATE

ACCRUAL RATE (PER PERIOD)

PAY PERIOD FREQUENCY

ACCRUAL SUMMARY (HOURS)

BEGINNING BALANCE

TOTAL ACCRUED YTD

TOTAL USED YTD

ENDING BALANCE

TRANSACTION LEDGER

EMPLOYEE SIGNATURE & DATE

PAYROLL ADMINISTRATOR SIGNATURE & DATE