

# EMPLOYEE VACATION & SICK LEAVE LIABILITY LEDGER

Accrual, Usage, and Financial Liability Tracking

**EMPLOYEE NAME:**

**EMPLOYEE ID:**

**DEPARTMENT:**

**FISCAL YEAR:**

**HOURLY RATE:**

**LAST REVIEW DATE:**

DATE	DESCRIPTION / REFERENCE	HOURLY RATE	VACATION (PTO)				SICK LEAVE				TOTAL LIABILITY BALANCE (\$)
			EARNED (HRS)	USED (HRS)	BAL (HRS)	LIABILITY (\$)	EARNED (HRS)	USED (HRS)	BAL (HRS)	LIABILITY (\$)	
	<b>Beginning Balance</b>										
<b>Ending Balance / Totals</b>											

**Prepared By:**

**Approved By:**

**Date:**

Total Vacation Liability: Total Sick Leave Liability: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <b>Total PTO Liability:</b>
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