

Weekly Employee PTO & Sick Leave Balance Sheet

Employee Name: _____

Week Ending: _____

Employee ID: _____

Department: _____

Manager Name: _____

Pay Period: _____

Leave Balance Summary

Leave Type	Beginning Balance (Hrs)	Accrued This Week (Hrs)	Used This Week (Hrs)	Ending Balance (Hrs)
Paid Time Off (PTO)				
Sick Leave				

Weekly Activity Detail

Date	Type of Leave	Hours Used	Reason / Comments

Employee Signature / Date

Supervisor Signature / Date