ADMINISTRATIVE AND PROFESSIONAL STAFF
VACATION ACCRUAL WORKSHEET

NAME _____ COLLEGE/DEPARTMENT _____

DATE EMPLOYED _____ METHOD OF COMPUTATION: _____ DAYS _____ HOURS

WORKSHEET FOR VACATION ACCRUAL **Fiscal Year:**

MONTH	VACATION EARNED	VACATION TAKEN	BALANCE	
BALANCE BROUGHT FORWARD FROM LAST FISCAL YEAR	****	****		*
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
SUBTOTAL				
VACATION FORFEITED				
TOTAL				**

* Use the figure in the balance column from your prior year's worksheet.
  If a new employee since June 1 of current year, enter 0.

** This figure can be no more than 1 year's accrual (10, 15 or 20 days depending on eligibility.)

I attest to the accuracy and completeness of this information:

_____
Employee Signature   Date

I attest to the accuracy and completeness of this information:

_____
Supervisor Signature   Date