



**Sick and Leave Record**

(Only for employees who are eligible for vacation and sick leave)

**FOR PERIOD OF:**

**Name:** \_\_\_\_\_ **From:** \_\_\_\_\_ **to:** \_\_\_\_\_

	<b>Vacation</b>	<b>Sick Leave</b>
<b>Beg. Balance (hours):</b>	_____	_____
<b>Earned This Pay Period (hours)</b>	_____	_____
<b>Total</b>	_____	_____
<b>Taken this Pay Period (hours)</b>	_____	_____
<b>Balance (hours)</b>	=====	=====

<b>Vacation Used:</b>		<b>Sick Leave Used:</b>	
<u>Date(s)</u>	<u>Hours</u>	<u>Date(s)</u>	<u>Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Leave with pay (hours) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Full-Time employment vacation schedule:

**People who work 35 hours a week schedule**

If you earn 10 days/year, that is 2.69 hours per pay period (every 2 weeks) If you earn 15 days/year, that is 4.04 per pay period (every 2 weeks)  
If you earn 20 days/year, that is 5.38 per pay period (every 2 weeks)

**People who work 40 hours a week schedule**

If you earn 10 days, that is 3.08 hours per pay period (every 2 weeks)  
If you earn 15 days/year, that is 4.62 hours per pay period (every 2 weeks)  
If you earn 20 days/year, that is 6.15 hours per pay period (every 2 weeks)

Full time employees earn 3.23 hours sick leave per pay period (every 2 weeks). P/T hours are pro-rated. Once you have accrued the maximum number of sick leave or vacation, no more hours will be awarded until you have taken some time off.