File Home Insert Page Layout Formulas Data Review View
Paste Cut Copy Format Painter Clipboard
Arial 10 Font
Wrap Text Merge & Center Alignment
General Number
Conditional Formatting Format as Table Cell Styles Styles
Insert Delete Format Cells
AutoSum Fill Clear
AI2

National Holidays =	
Company Holidays =	
Vacation Scheduled =	
Vacation taken =	
Sick Day taken =	S S S
Personal day taken =	

2015 Employee Vacation and Time Off

Employee	January-2015																														
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Day	T	W	TH	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	TH

	February-2015																											
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Day	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th

2015 Employee Vacation Template