Employee Vacation and Leave Tracking

Year-to-date summary

Last Name, First Name

[Year]	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Total Used	Total Allotted	Total Left
Vacation hours used	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80
Sick time hours used	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80

Last Name, First Name

[Year]	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Total Used	Total Allotted	Total Left
Vacation hours used	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80
Sick time hours used	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80

Last Name, First Name

[Year]	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Used	Total Allotted	Total Left
Vacation hours used	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80
Sick time hours used	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80