

EMPLOYEE VACATION TRACKER TEMPLATE

COMPANY NAME							
PAY PERIOD START DATE	# OF DAYS IN PAY PERIOD				HOURS ACCRUED PER PAY PERIOD		
					VACATION	SICK	PERSONAL
01/07/2018	14				0.38	0.27	0.19
PAY PERIOD END DATE	HOURS USED PER PAY PERIOD			HOURS ACCRUED PER PAY PERIOD			
	VACATION	SICK	PERSONAL	VACATION	SICK	PERSONAL	
01/20/18				0.38	0.27	0.19	
02/03/18				0.38	0.27	0.19	
02/17/18				0.38	0.27	0.19	
03/03/18				0.38	0.27	0.19	
03/17/18		1.00		0.38	0.27	0.19	
03/31/18				0.38	0.27	0.19	
04/14/18			0.50	0.38	0.27	0.19	
04/28/18				0.38	0.27	0.19	
05/12/18	3.00			0.38	0.27	0.19	
05/26/18				0.38	0.27	0.19	
06/09/18				0.38	0.27	0.19	
06/23/18				0.38	0.27	0.19	
07/07/18				0.38	0.27	0.19	
07/21/18				0.38	0.27	0.19	
08/04/18				0.38	0.27	0.19	
08/18/18				0.38	0.27	0.19	
09/01/18				0.38	0.27	0.19	
09/15/18				0.38	0.27	0.19	
09/29/18				0.38	0.27	0.19	
10/13/18				0.38	0.27	0.19	
10/27/18				0.38	0.27	0.19	
11/10/18				0.38	0.27	0.19	
11/24/18				0.38	0.27	0.19	
12/08/18				0.38	0.27	0.19	
12/22/18				0.38	0.27	0.19	
01/05/19				0.38	0.27	0.19	
01/19/19				0.38	0.27	0.19	
02/02/19				0.38	0.27	0.19	
02/16/19				0.38	0.27	0.19	
03/02/19				0.38	0.27	0.19	
03/16/19				0.38	0.27	0.19	
03/30/19				0.38	0.27	0.19	

Vacation Tracker

"Make Every Vacation Count,
Trust Our Comprehensive
Vacation Tracker"

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