Vacation Tracker Deluxe
(for Administrative Staff)

Today's Date: 11/29/2012

Employee's Name: **Susie Employee**

Leave Accrual Rate Date: **2/15/2002**

Enter month and year to begin tracking (if different from start date):

Month	Year
3	**2010**

Important: For the purposes of this tool, "days" are equivalent to *standard full work days*. An employee at 50% effort working five half days each week should record a day of vacation as ".5" in the Days Used column. An employee at 80% effort working 4 full days each week should record a day of vacation as "1" in the Days Used column.

Be sure to enter the correct % effort for each month!

Month Ending	REGULAR VACATION ACCRUAL				5th WEEK CREDIT			Monthly % Effort	Notes
	Beginning Balance	Days Accrued	Days Used	Ending Balance	Days Credited	Days Used	Balance		
March 14, 2010				12.50			0		Balance carried over from previous Vacation Tracker
April 14, 2010	12.50	1.6667	0	14.17	0		0	100%	
May 14, 2010	14.17	1.6667	2	13.83	0		0	100%	4/29, 4/30
June 14, 2010	13.83	1.2500	0	15.08	0		0	75%	Switched to 50% on 6/1 (75% is avg effort for this month). New schedule: full days Mon & Tues, 1/2 day Wed
July 14, 2010	15.08	1.2500	1.5	14.83	0		0	75%	Tues 7/6, Wed 7/7
August 14, 2010	14.83	0.0000		14.83	0		0	0%	Leave Without Pay 7/14-9/20 (67 calendar days = no accrual for 2 months)
September 14, 2010	14.83	0.0000		14.83	0		0	0%	
October 14, 2010	14.83	1.2500		16.08	0		0	75%	
November 14, 2010	16.08	1.2500		17.33	0		0	75%	