

# EMPLOYEE VACATION TRACKER TEMPLATE

COMPANY  
NAME

EMPLOYEE  
NAME

PAY PERIOD START DATE	# OF DAYS IN PAY PERIOD	HOURS ACCRUED PER PAY PERIOD		
		VACATION	SICK	PERSONAL
1/7/18	14	0.38	0.27	0.19

PAY PERIOD END DATE	HOURS USED PER PAY PERIOD			HOURS ACCRUED PER PAY PERIOD			CUMULATIVE HOURS ACCRUED			HOURS AVAILABLE		
	VACATION	SICK	PERSONAL	VACATION	SICK	PERSONAL	VACATION	SICK	PERSONAL	VACATION	SICK	PERSONAL
01/20/18				0.38	0.27	0.19	0.38	0.27	0.19	0.38	0.27	0.19
02/03/18				0.38	0.27	0.19	0.76	0.54	0.38	0.76	0.54	0.38
02/17/18				0.38	0.27	0.19	1.14	0.81	0.57	1.14	0.81	0.57
03/03/18				0.38	0.27	0.19	1.52	1.08	0.76	1.52	1.08	0.76
03/17/18		1.00		0.38	0.27	0.19	1.9	1.35	0.95	1.90	0.35	0.95
03/31/18				0.38	0.27	0.19	2.28	1.62	1.14	2.28	1.62	1.14
04/14/18			0.50	0.38	0.27	0.19	2.66	1.89	1.33	2.66	1.89	0.83
04/28/18				0.38	0.27	0.19	3.04	2.16	1.52	3.04	2.16	1.52
05/12/18	3.00			0.38	0.27	0.19	3.42	2.43	1.71	0.42	2.43	1.71
05/26/18				0.38	0.27	0.19	3.8	2.7	1.9	3.80	2.70	1.90
06/09/18				0.38	0.27	0.19	4.18	2.97	2.09	4.18	2.97	2.09
06/23/18				0.38	0.27	0.19	4.56	3.24	2.28	4.56	3.24	2.28
07/07/18				0.38	0.27	0.19	4.94	3.51	2.47	4.94	3.51	2.47
07/21/18				0.38	0.27	0.19	5.32	3.78	2.66	5.32	3.78	2.66
08/04/18				0.38	0.27	0.19	5.7	4.05	2.85	5.70	4.05	2.85
08/18/18				0.38	0.27	0.19	6.08	4.32	3.04	6.08	4.32	3.04
09/01/18				0.38	0.27	0.19	6.46	4.59	3.23	6.46	4.59	3.23
09/15/18				0.38	0.27	0.19	6.84	4.86	3.42	6.84	4.86	3.42
09/29/18				0.38	0.27	0.19	7.22	5.13	3.61	7.22	5.13	3.61
10/13/18				0.38	0.27	0.19	7.6	5.4	3.8	7.60	5.40	3.80
10/27/18				0.38	0.27	0.19	7.98	5.67	3.99	7.98	5.67	3.99
11/10/18				0.38	0.27	0.19	8.36	5.94	4.18	8.36	5.94	4.18
11/24/18				0.38	0.27	0.19	8.74	6.21	4.37	8.74	6.21	4.37
12/08/18				0.38	0.27	0.19	9.12	6.48	4.56	9.12	6.48	4.56
12/22/18				0.38	0.27	0.19	9.5	6.75	4.75	9.50	6.75	4.75
01/05/19				0.38	0.27	0.19	9.88	7.02	4.94	9.88	7.02	4.94
01/19/19				0.38	0.27	0.19	10.26	7.29	5.13	10.26	7.29	5.13
02/02/19				0.38	0.27	0.19	10.64	7.56	5.32	10.64	7.56	5.32
02/16/19				0.38	0.27	0.19	11.02	7.83	5.51	11.02	7.83	5.51
03/02/19				0.38	0.27	0.19	11.4	8.1	5.7	11.40	8.10	5.70
03/16/19				0.38	0.27	0.19	11.78	8.37	5.89	11.78	8.37	5.89
03/30/19				0.38	0.27	0.19	12.16	8.64	6.08	12.16	8.64	6.08
04/13/19				0.38	0.27	0.19	12.54	8.91	6.27	12.54	8.91	6.27
04/27/19				0.38	0.27	0.19	12.92	9.18	6.46	12.92	9.18	6.46
05/11/19				0.38	0.27	0.19	13.3	9.45	6.65	13.30	9.45	6.65
05/25/19				0.38	0.27	0.19	13.68	9.72	6.84	13.68	9.72	6.84
06/08/19				0.38	0.27	0.19	14.06	9.99	7.03	14.06	9.99	7.03
06/22/19				0.38	0.27	0.19	14.44	10.26	7.22	14.44	10.26	7.22