

**2012 Record of Vacation and Sick Accruals, Comp Time and Saved Holidays**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Benefit date: \_\_\_\_\_

Employee #: \_\_\_\_\_

PP #	Pay Period			Vacation			Sick			Comp			Saved Holiday		
	FROM	TO	Check Date:	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
			Beginning Balance:												
2B*	1/1/2012	1/7/2012	1/17/2012												
3	1/8/2012	1/21/2012	1/31/2012												
4	1/22/2012	2/4/2012	2/14/2012												
5	2/5/2012	2/18/2012	2/28/2012												
6	2/19/2012	3/3/2012	3/13/2012												
7	3/4/2012	3/17/2012	3/27/2012												
8	3/18/2012	3/31/2012	4/10/2012												
9	4/1/2012	4/14/2012	4/24/2012												
10	4/15/2012	4/28/2012	5/8/2012												
11	4/29/2012	5/12/2012	5/22/2012												
12	5/13/2012	5/26/2012	6/5/2012												
13	5/27/2012	6/9/2012	6/19/2012												
14	6/10/2012	6/23/2012	7/3/2012												
15	6/24/2012	7/7/2012	7/17/2012												
16	7/8/2012	7/21/2012	7/31/2012												
17	7/22/2012	8/4/2012	8/14/2012												
18	8/5/2012	8/18/2012	8/28/2012												
19	8/19/2012	9/1/2012	9/11/2012												
20	9/2/2012	9/15/2012	9/25/2012												
21	9/16/2012	9/29/2012	10/9/2012												
22	9/30/2012	10/13/2012	10/23/2012												
23	10/14/2012	10/27/2012	11/6/2012												
24	10/28/2012	11/10/2012	11/20/2012												
25	11/11/2012	11/24/2012	12/4/2012												
26	11/25/2012	12/8/2012	12/18/2012												

\*Payroll 2B - Hours worked January 1 - January 7, 2012