

VACATION / SICK LEAVE BALANCE RECONCILIATION WORKSHEET

(use for monthly employees only)

Employee Name _____ County/Office where employed _____

VACATION BALANCE at end of _____
(month/year)

County/Office Balance = _____ hours

Leave Report Balance = _____ hours

SICK LEAVE BALANCE at end of _____
(month/year)

County/Office Balance = _____ hours

Leave Report Balance = _____ hours

JOB TITLE & ACCRUAL RATE

Employee's Job Title = _____

We believe this job title falls under the following vacation earnings category: (please check)

Unclassified

Senior A & P

Faculty

Monthly vacation accrual rate the county/office has been using: _____

SERVICE DATE

Service date the county/office has been using to determine vacation rate: _____

OTHER INFORMATION THAT MIGHT HELP THE PAYROLL OFFICE: