

APPENDIX 3 - VACATION ACCRUAL TEMPLATE

Note: Officer vacation time does not accrue; vacation time is taken the same year it is earned so no accrual should be made for officers.

Head Count	Last Name	First Name	Title (Officer/Staff)	Position (Part/ Full Time)	Start Date (MM/DD/YY)	Termination Date (MM/DD/YY)	Year of Services	Annual Salary	Vacation Entitlement (# of Days)	Vacation Roll-Forward (# of Days)	Vacation Taken (# of Days)	Vacation Rate	Vacation Accrual	Remark (eg. Info for pay increased during the year date/rate)
1												-	-	
2												-	-	
3												-	-	
4												-	-	
5												-	-	
6												-	-	
7												-	-	
8												-	-	
9												-	-	
10												-	-	
												-	-	
												-	-	
Total Accrual													-	