

Employee Vacation and Leave Tracking

6 Hourly (Year) (Supervisor)

Year to date summary

Mame	
Contract Con	N. T. S. S. S. S. S.

[Year]	Jm	Feb	Mar	Apr	May	June	M	Aug	Sep	Oct	Nov	Dec	Total Used	Total Allotted	Total Left
Nacation hours used	0	0	. 0	0	0	0	0	0	0	. 0	0	. 0	0	80	80
Sick time hours used	0	0	. 0	0	.0	0	0	0	0	0	0	0	0	80	80

Name,	

[Year]	Jan	Feb	Mar	Apr	May	June	M	Aug	Sep	Oct	Nov	Dec	Total Used	Tetal Allotted	Total Left
Vacation hours used	-0	0	0	0	0	0	0	0	0	0	0	0	0	80	80
Sick time hours used	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80

	Macro

[Year]	Jan	Feb	Mar	Apr	May	-Am	34	keg	Sep	Oct	Nov	Dec	Total Used	Total Allotted	Total Left
Yacation hours used	0	0	0	0	.0	0	0	0	0	0	0	0	0	80	80.
Sick time hours used	0	0	0	0	0	0	0	0	0	0	0	0	0	80	80

Vacation Time Tracking Template

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