

SICK LEAVE / VACATION ACCRUAL SHEET

Vacation balance may not exceed 260 hours. Maximum payout on termination is 180 hours.

NAME:
UNIVERSITY ID#
DEPARTMENT:
MONTH:

**SHOW ALL SICK AND VACATION HOURS TAKEN.
VACATION APPLIES ONLY TO 12-MONTH FACULTY.**

LEAVE HOURS USED:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
SICK																
VACATION																
LWOP																

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
SICK																
VACATION																
LWOP																

I certify that the above hours are correct.

Employee Signature

Department Head / Dean Signature