

## ADMINISTRATIVE STAFF VACATION TRACKING

*This form may be used for personal tracking of your vacation days. For submitting year end vacation days, this paper form will not be accepted. The year-end process is now electronic, and you will be emailed the appropriate link at the end of the fiscal year.*

Administrators earn a one month's vacation of 22 working days duration, during each full year of employment. Vacations are accounted for on a fiscal year basis. In an initial fiscal year of employment or a final one where only a part of the year is worked or where an employee contractually works less than a full 12 month year, earned vacation is pro-rated based on the number of full weeks worked in that year. The formula to determine the number of vacation days earned is:

$$\frac{\text{Weeks employed}}{52} \times 22$$

Number of Days Earned But Not Used at End of Last Year \_\_\_\_\_

Number of Days Earned in This Fiscal Year \_\_\_\_\_

Month	Dates	No. of Days
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		

Total Vacation Days Used This Fiscal Year

Vacation Carryover

Number of Days Earned but not used at end of Last Year  
 + Number of Days Earned in This Fiscal Year  
- Total Vacation Days Used This Fiscal Year  
**Vacation Carryover (not to exceed 22)**