

Pay Period Ending _____

Locations – Total Hours worked:

Location	Total # Hours Worked

Year-to-Date Register:

Type	Year-to-Date Entitlement	Time Accrued	Time Used	Balance
Sick/Personal days		n/a		
Approved Overtime				
Vacation day		n/a		
On Call				
Other				

1) Paid Time Off

- a. If you use more paid time off than accrued, including sick/personal days and holidays, and you go on a leave of absence or leave the organization, the amount owed will be deducted from your final pay.

Example: You used 3 sick/personal days in January and 1 day of sick/personal time in February. You go on leave March 1st. You have used 4 sick/personal days when only 2 days have been accrued; therefore, you will owe back 2 days pay at your current salary.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

