

# Vacation/Sick Day Tracking Report in HRcalendar

This report does not [display] ending balances for the preceding calendar year but it [factors these ending balances] into the calculation of the current balances.

If you ended the previous year with a positive balance, your current balance will [appear] to be too high.

If you ended the previous year with a negative balance, the current balance will [appear] to be too low.

The text in red below displays what is actually going on.

## Employee Name

Hire Date: 1/20/2009

| <u>Date</u>       | <u>Occurrence Description</u> | <u>Amount Taken</u>   | <u>Amount Earned</u> | <u>Balance (Days/Hours)</u> |               |
|-------------------|-------------------------------|---|----------------------|-----------------------------|---------------|
| <b>12/31/2014</b> | <b>Balance at end of 2014</b> | <b>The employee took more time in 2014 than was available.</b>      |                      | <b>-1.00</b>                | <b>-8.00</b>  |
| 01/16/2015        | Personal Day Taken            | 1.00 Day  |                      | -2.00                       | -16.00        |
| 06/03/2015        | Personal Day Taken            | 1.00 Day  |                      | -3.00                       | -24.00        |
| 07/01/2015        | Personal Day Earned           |   | 4.00 Days            | 1.00                        | 8.00          |
| 07/02/2015        | Personal Day Taken            | 1.00 Day  |                      | 0.00                        | 0.00          |
| <b>12/31/2014</b> | <b>Balance at end of 2014</b> | <b>The employee still had unused Sick Leave at the end of 2014.</b> |                      | <b>17.28</b>                | <b>138.24</b> |
| 07/01/2015        | Sick Earned                   |   | 6.00 Days            | 23.28                       | 186.25        |
| <b>12/31/2014</b> | <b>Balance at end of 2014</b> | <b>The employee took more time in 2014 than was available.</b>      |                      | <b>-6.00</b>                | <b>-48.00</b> |
| 01/28/2015        | Vacation Taken                | 1.00 Day  |                      | -7.00                       | -56.00        |
| 01/29/2015        | Vacation Taken                | 1.00 Day  |                      | -8.00                       | -64.00        |
| 01/30/2015        | Vacation Taken                | 1.00 Day  |                      | -9.00                       | -72.00        |
| 05/18/2015        | Vacation Taken                | 1.00 Day  |                      | -10.00                      | -80.00        |
| 05/19/2015        | Vacation Taken                | 1.00 Day  |                      | -11.00                      | -88.00        |
| 05/20/2015        | Vacation Taken                | 1.00 Day  |                      | -12.00                      | -96.00        |
| 05/21/2015        | Vacation Taken                | 1.00 Day  |                      | -13.00                      | -104.00       |
| 05/22/2015        | Vacation Taken                | 1.00 Day  |                      | -14.00                      | -112.00       |
| 07/01/2015        | Vacation Earned               |   | 14.00 Days           | 0.00                        | 0.00          |
| 07/03/2015        | Vacation Taken                | 1.00 Day  |                      | -1.00                       | -8.00         |
| 07/06/2015        | Vacation Taken                | 1.00 Day  |                      | -2.00                       | -16.00        |
| 07/07/2015        | Vacation Taken                | 1.00 Day  |                      | -3.00                       | -24.00        |
| 07/08/2015        | Vacation Taken                | 1.00 Day  |                      | -4.00                       | -32.00        |
| 07/09/2015        | Vacation Taken                | 1.00 Day  |                      | -5.00                       | -40.00        |
| 07/10/2015        | Vacation Taken                | 1.00 Day  |                      | -6.00                       | -48.00        |

### Employee Totals:

|   |                     |                     |   |
|---|---------------------|---------------------|---|
| <b>Balance at end of 2014.....</b>        | <b>-6.00 Days =</b> | <b>-48.00 Hours</b> |   |
| <b>2015 Vacation Earned =</b>             | <b>14.00 Days =</b> | <b>112.00 Hours</b> |   |
| <b>2015 Vacation Taken =</b>              | <b>14.00 Days =</b> | <b>112.00 Hours</b> |   |
| <b>2015 Vacation Ending Balance =</b>     | <b>-6.00 Days =</b> | <b>-48.00 Hours</b> | <b>This is the bal. when factoring the 2014 ending bal.</b> |
| <b>Balance at end of 2014.....</b>        | <b>17.28 Days =</b> | <b>138.24 Hours</b> |   |
| <b>2015 Sick Earned =</b>                 | <b>6.00 Days =</b>  | <b>48.00 Hours</b>  |   |
| <b>2015 Sick Taken =</b>                  | <b>0.00 Days =</b>  | <b>0.00 Hours</b>   |   |
| <b>2015 Sick Ending Balance =</b>         | <b>23.28 Days =</b> | <b>186.25 Hours</b> | <b>This is the bal. when factoring the 2014 ending bal.</b> |
| <b>Balance at end of 2014.....</b>        | <b>-1.00 Days =</b> | <b>-8.00 Hours</b>  |   |
| <b>2015 Personal Day Earned =</b>         | <b>4.00 Days =</b>  | <b>32.00 Hours</b>  |   |
| <b>2015 Personal Day Taken =</b>          | <b>3.00 Days =</b>  | <b>24.00 Hours</b>  |   |
| <b>2015 Personal Day Ending Balance =</b> | <b>0.00 Days =</b>  | <b>0.00 Hours</b>   | <b>This is the bal. when factoring the 2014 ending bal.</b> |