

Sheet1

Track Time Off

Time Off Summary

Date	Name	Code	
01/05/1995	Maggie	HV	
01/05/1995	Patrick	S	HV
01/06/1995	Maggie	V	
01/09/1995	Maggie	V	
03/02/1995	Courtney	P	
04/13/1995	Julie	S	
04/24/1995	Samantha	JD	
04/28/1995	Patrick	S	

Start Date

Vacation

Sick

Personal

Leave

Comp Time

Jury Duty

Bereavement

Sheet1

Company Policies
Vacation

	Courtney 07/01/1986	Julie 03/12/1990	Maggie 08/09/1988	Patrick 08/25/1991	Samantha 12/27/1993
Carryover	5.5	3.0			
Accrued	20	20	20	20	20
Used	0.0	0.0	2.5	0.0	0.0
Available	25.5	23.0	17.5	20.0	20.0
Accrued	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Used	0.0	1.0	0.0	2.0	0.0
Available	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Accrued	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Used	1.0	0.0	0.0	0.0	0.0
Available	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Used	0.0	0.0	0.0	0.0	0.0
Used	0.0	0.0	0.0	0.0	0.0
Used	0.0	0.0	0.0	0.0	1.0
Used	0.0	0.0	0.0	0.0	0.0

Sick
Personal

Sheet1

182.5 3
 365 5
 730 10
 1825 15
 3650 20

Code Name

Time Off Taken

6
 2

	8	Courtney	Julie	Maggie	Patrick	Samantha
V	0	0	2	0	0	
S	0	1	0	2	0	
P	1	0	0	0	0	
L	0	0	0	0	0	
C	0	0	0	0	0	
JD	0	0	0	0	1	
B	0	0	0	0	0	
HV	0	0	1	0	0	
HS	0	0	0	0	0	