

EMPLOYEE CREDIT CALCULATION SHEET

*Please fill in the **BLUE** sections only*

EMPLOYEE: Adam Mack

DATE: September 30, 2024

Employee Start date:	December 14, 2020	Adjustment Date	October 11, 2024
New Fiscal Start Date	April 1, 2024	Actual mo & days	6 mo, 23 days
Last Day Worked	October 25, 2024	<i>Month(s) Worked</i>	6
Base Vac (hours)	105.00	<i>Day(s) Worked</i>	23
HRIS Vacation Credits Left	23.00	Total Days Accrued	8.46
Vacation Credits Used	82.00	Accum (1.25/mo)	8.46 Days
MINUS Unused Cultural Leave Credits	22.00	Accum (1.25/mo)	59.21 Hours
Total Hours Used	60.00	<small>**Accrual Rate = (1.25/mo) & (.04/day)</small>	
Total Days Used	8.57		

Vacation Credit Calculation

Vac Days Accrued to date **8.46**
 Total Entitlement **8.46**

Vac Used to Date (HRIS) **8.57** (days)
 -0.11 Days Over Drawn
 OR
 -0.79 Hours Over Drawn

Owed to (from) Employee Calculation

Vacation Hours To Be Paid Out By / (Owed To) NAN Legal **-0.79**
 Employee Hourly Wage Rate \$ 31.54 (\$57,408 annual)
 Total \$ Amount To Be Paid Out By / (Owed To) NAN Legal **24.97**

Related HR Policies

13.0 Vacation Policy

13.1 Entitlement to vacation pay and vacation leave
 "Employees earn vacation leave at a rate of 1.25 days per month"

"If the employee has taken unearned vacation days, this amount will be owed to the employer and calculated at the employee's rate of pay at the time the employment ended."

NOTES:

Resignation Date: Oct 25, 2024

****ADMIN: Please attach a copy of the HRIS credit account on the day this form is filled out.**

CARRY OVER CALCULATION

Total Vacation Used	0.00
Minus 23/24 Vac Carry Over	0
Total Used	0.00
Total Vacation Entitlement	0.00
Less Vacation Used	0.00
Total Vacation Credits Left	0.00