

Rachel Catroppa

15 Vacation Days per Year/105 hrs per Year

26 Pay Periods per Year

260 Days (10 working Days/PP)

Calendar Year	Working Days	Prorated Vacation Days	Leave of Absences	Vacation Days Balance
Nov. 28, 2023 - Mar. 31, 2024		85	5	5
April 1, 2024 - Mar. 31, 2025		260	15	15

Converted to Hours

Hours Worked - 1820/year

Hours Earned

Vacation Hours Used

Vacation Hours Balance

@1.25hrs/month as per Policy - 15 days/12 mths = 1.25hrs/month

Nov. 28, 2023 - Mar. 31, 2024	595	34		34
April 1, 2024 - Mar. 31, 2025	1820	105		105