

Susan Nelson

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
Dec. 4, 2023 - Mar. 31, 2024	75	4		4
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. 13, 2023 - Mar. 31, 2024	525	30		30
April 1, 2024 - Mar. 31, 2025	1820	105		105