

Honorine Scott **15 Vacation Days per Year/105 hrs per Year**

26 Pay Periods per Year **260 Days (10 working Days/PP)**

Start Date: Dec. 11, 2023

<u>Calendar Year</u>	<u>Working Days</u>	<u>Prorated Vacation Days</u>	<u>Leave of Absences</u>	<u>Vacation Days Balance</u>
Dec. 11, 2023 - Mar. 31, 2024	80.00	4.62		4.62
April 1, 2024 - Mar. 31, 2025	260.00	15.00		15.00

Converted to Hours **Hours Worked - 1820/year** **Hours Earned** **Vacation Hours Used** **Vacation Hours Balance**

<u>@1.25 days/month as per Policy</u>	<u>- 15 days/12 mths = 1.25 days/month</u>			
Dec. 11, 2023 - Mar. 31, 2024	560.00	32.31		32.31
April 1, 2024 - Mar. 31, 2025	1820.00	105.00		105.00

