

EMPLOYEE CREDIT CALCULATION SHEET

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

EMPLOYEE: Natasha Salatino Mach

DATE: October 10, 2024

Employee Start date:	June 24, 2019	Acctual mo & days	5 mo, 5 days
New Fiscal Start Date	April 1, 2024	Month(s) Worked	5 <small>1.666666667</small>
Last Day Worked	September 6, 2024	Day(s) Worked	5 <small>0.06</small>
Vacation (hours)	175.00	Total Days Accrued	8.61
HRIS Vacation Credits Left	111.00	Accum (1.25/mo)	8.61 Days
Vacation Credits Used	29.00	Accum (1.25/mo)	60.28 Hours
MINUS Unused Cultural Leave Credits	0.00	**Accrual Rate = (1.25/mo) & (.04/day)	
Total Hours Used	29.00		
Total Days Used	4.14		

Vac Days Accrued to date 8.61
 Total Entitlement 8.61

Vac Used to Date (HRIS) 4.14 (days)
4.47 Days Owed
 OR 31.28 Hours Owed

Owed to (from) Employee Calculation

Vacation Hours To Be Paid Out By / (Owed To) NAN Legal 31.28
 Employee Hourly Wage Rate \$ 32.49 (Annual Salary \$59,132)
 Total \$ Amount To Be Paid Out By / (Owed To) NAN Legal 1,016.21

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:

Status Change to PT Date: Sept 6, 2024

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

CARRY OVER CALCULATION

Total Base Vacation 140.00
 Plus 23/24 Vac Carry Over 35
Total Vacation 175.00



2024-05-15 - 2024-05-15 / 1.00 Hours (Deducted) / Contractor appointment



2024-06-10 - 2024-06-11 / 14.00 Hours (Deducted) / Using vacation

2024-06-24 - 2024-06-24 / 7.00 Hours (Deducted) / Using vacation to work on house

2024-09-06 - 2024-09-06 / 7.00 Hours (Deducted) / Taking Vacation

Total: 29 hours

Unpaid Leave

Total: 0 hours

Cultural Leave

2024-09-03 - 2024-09-05 / 21.00 Hours (Deducted) / Will be out at SOIL (School of Indigenous Learning)



Total: 21 hours

Management Day

Total: 0 hours

Court Day

Total: 0 hours

On Call

Total: 0 hours

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