# **EMPLOYEE CREDIT CALCULATION SHEET**

Please fill in the **BLUE** sections only

EMPLOYEE:	EMPLOYEE: Natasha Salatino Mach	DATE:	DATE: October 10, 2024
Employee Start date:	June 24, 2019		
New Fiscal Start Date	April 1, 2024	Acutal mo & days	5 mo, 5 days
Last Day Worked	September 6, 2024	Month(s) Worked	5 1.666666667
Vacation (hours)	175.00	Day(s) Worked	5 0.06
HRIS Vacation Credits Left	111.00	Total Days Accrued	<u>8.61</u>
Vacation Credits Used	29.00	Accum (1.25/mo)	<b>8.61</b> Days
MINUS Unused Cultural Leave Credits	0.00	Accum (1.25/mo)	<b>60.28</b> Hours
Total Hours Used	29.00	**Accrual Rate = (1.25/mo) & (.04/day)	:5/mo) & (.04/day)
Total Days Used	4.14		
Vacation Credit Calculation			
	Vac Days Accrued to date Total Entitlement	8.61 8.61	
	Vac Used to Date (HRIS)	4.14 (days)	
	OR	31.28 Hours Owed	
Owed to (from) Employee Calculation	Calculation		

Vacation Hours To Be Paid Out By / (Owed To) NAN Legal
Employee Hourly Wage Rate
Total \$ Amount To Be Paid Out By / (Owed To) NAN Legal

31.28 32.49 (Annual Salary \$59,132) 1,016.21

### Related HR Polices

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."

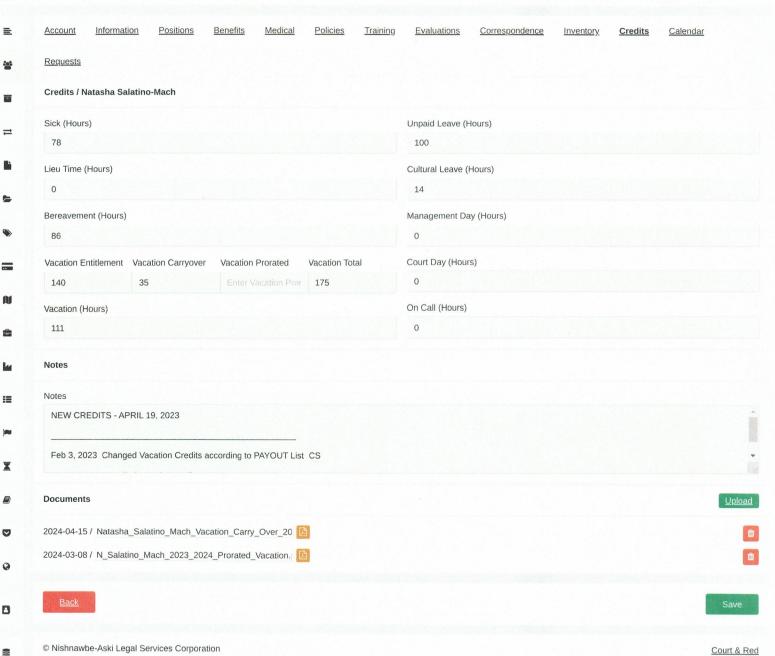
### NOTES:

# 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

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



Total: 14 hours

Vacation

MARINE MA MARINE MARINE MARINE MARINE	Account Information Positions Benefits Medical Policies Training Evaluations
*	<u>Correspondence</u> <u>Inventory</u> <u>Credits</u> <u>Calendar</u> <u>Requests</u>
	Requests / Natasha Salatino-Mach
=	2024-04-01 2024-09-06
	Sick
<b>b</b>	2024-04-04 - 2024-04-04 / 1.50 Hours (Deducted) / Appointment scheduled for 9am, should be in the office by 10:30am
•	2024-05-09 - 2024-05-09 / 7.00 Hours (Deducted) / Not feeling well
	2024-05-10 - 2024-05-10 / 7.00 Hours (Deducted) / Taking mother for surgery.
	2024-05-15 - 2024-05-15 / 1.00 Hours (Deducted) / Attended a Doctors appointment
AI	2024-05-16 - 2024-05-16 / 1.00 Hours (Deducted) / appointment at 9am, will be in the office for 10am.
,,,	2024-06-27 - 2024-06-27 / 1.00 Hours (Deducted) / Appointment at 9am
•	2024-07-08 - 2024-07-08 / 1.50 Hours (Deducted) / Dentist appointment at 9am and should be back in the office b and 2024-07-08 in the office between 2024-07-08 in th
la	2024-07-22 - 2024-07-22 / 2.00 Hours (Deducted) / Dentist appointment @9am, plan to be in the office by 11am
	2024-07-31 - 2024-07-31 / 1.00 Hours (Deducted) / Have an appointment at 9am and will be in the office by 10am
<b>=</b>	Total: 23 hours
<b> ~</b>	Lieu Time
X	2024-04-26 - 2024-04-26 / 7.00 Hours (Deducted) / Using Accumulated Lieu Time
	2024-04-30 - 2024-04-30 / 7.00 Hours (Accumulated) / For Open house set up after hours April 23 (travel day) - 2
	hours Clean up after open house April 24 - 2 hours and travel home April 25 - 3 hours Total Hours= 7  Total: 0 hours
0	Total. Uniodis
	Bereavement
•	2024-06-04 - 2024-06-05 / 14.00 Hours (Deducted) / Grandparents Funeral proceedings

