

Melissa Sutherland 20 Vacation Days per Year/140 hrs per Year

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

Calendar Year	Working Days	Prorated Vacation Days	Vacation Days Used	Vacation Days Balance
Jan. 6, 2024 - Mar. 31, 2024	60	1.15		1.15
April 1, 2024 - March 31, 2025	260	20.00		20.00

Converted to Hours	Hours Worked - 1820/year	Hours Earned	Vacation Hours Used	Vacation Hours Balance
Jan. 6, 2024 - Mar. 31, 2024	420	8.08		8.08
April 1, 2024 - March 31, 2025	1820	140.00		140.00

