

**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	4.62		4.62
April 1, 2024 - March 31, 2025	260	20.00		20.00

<b>Converted to Hours</b>	Hours Worked - 1820/year	Hours Earned	Vacation Hours Used	Vacation Hours Balance
<b>@1.67 days/month as per Policy - 20 days/12 mths = 1.67 days/month</b>				
Jan. 6, 2024 - Mar. 31, 2024	420	32.31		32.31
April 1, 2024 - March 31, 2025	1820	140.00		140.00

