

## EMPLOYEE CREDIT CALCULATION SHEET

*Please fill in the BLUE sections only*

<b>EMPLOYEE:</b> Natasha Salatino Mach		<b>DATE:</b> September 3, 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      1.667
Base Vac (hours)	140.00	Day(s) Worked	5      0.04
HRIS Vacation Credits Left	111.00	Total Days Accrued	8.54
Vacation Credits Used	29.00	Accum (1.25/mo)	8.54 Days
MINUS Unused Cultural Leave Credits	0.00	Accum (1.25/mo)	59.80 Hours
Total Hours Used	29.00	<i>**Accrual Rate = (1.25/mo) &amp; (.04/day)</i>	
Total Days Used	4.14		

<b>Vacation Credit Calculation</b>	
Vac Days Accrued to date	8.54
Total Entitlement	8.54
Vac Used to Date (HRIS)	4.14 (days)
	4.40 Days Owed
OR	30.80 Hours Owed

<b>Owed to (from) Employee Calculation</b>	
Vacation Hours To Be Paid Out By / (Owed To) NAN Legal	30.80
Employee Hourly Wage Rate	\$ 35.84      \$ 65,223.00
Total \$ Amount To Be Paid Out By / (Owed To) NAN Legal	1,103.89

**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:**

**Job Status Amendment to Part Time - September 9, 2024**

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

**CARRY OVER CALCULATION**

Total Vacation Used	175.00
Minus 23/24 Vac Carry Over	35
<b>Total Used</b>	<b>140.00</b>
Total Vacation Entitlement	140.00
Less Vacation Used	29.00
<b>Total Vacation Credits Left</b>	<b>111.00</b>