VACATION ACCRUAL/USAGE RECORD

NAME:________________________________ **Position** ____________________**Department** ___________________

Date Vacation Began to Accrue _______________________ **Date Vacation Can be Used** ________________________

Current Vacation Accrual Rate _________________ **Date Accrual Rate Will Change To Next Level**

Maximum vacation time that can be accrued is the amount that could be earned during a two (2) year period based on the accrual rate applicable to the employee. Please refer to the University vacation policy in the Appropriate Benefits and Leave of Absence Handbook.

DATE	EXPLANATION	ACCRUED	USED	BALANCE