Calculating Vacation Leave Carryover

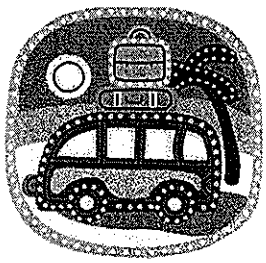
To determine whether or not you have leave to use or lose, use the Leave Tracking Form, or do the following:

Step 1: Determine your current vacation balance shown on your most recent pay stub in the row titled "Vacation Taken/Available." The figure is listed under the column titled "Gross Pay."

Step 2: Add earnings you will receive in remaining months of the year. The amount you earn each month is found in the row titled "Vacation Hours Earned" and the column titled "Gross Pay."

Step 3: Subtract any leave taken in the current month, as it is not recorded until the following month.

Step 4: Subtract 280 hours. If you have a positive balance, that is the amount of leave you will have to use or lose before December 31.



EXAMPLE

Vacation Balance on September 30 pay stub	273.49
Vacation to be earned in Oct., Nov. & Dec. (16 per mo.)	+48.00
	321.49
Vacation used in October	- 8.00
	313.49
Maximum carryover	-280.00
Hours to use or lose before December 31	33.49