

Reading Vacation And Sick Leave Spreadsheet

# **Vacation And Sick Leave Spreadsheet**

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Weekly time sheet with sick leave and vacation. This time sheet template can be filled out by employees each week to document their regular time worked, overtime, and sick and vacation hours used. Total are calculated automatically.

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This vacation accrual spreadsheet tracks vacation, sick leave and personal leave. It can handle all of the most common accrual periods including monthly, semi-monthly, weekly, or bi-weekly.. The workbook contains two worksheets: one for weekly/biweekly accrual and the other for monthly/semi-monthly accrual (see the two screenshots above).

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