A box with a schedule box

Description automatically generated**Vacation Schedule Template**

**Write Company Name here**

Address Here - Phone: 123-456-789-10 - www.youremailaddress@gmail.com

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Holiday** | **Status** | | |
| **Academic Offices/Research Labs** | **Clinics and ancillary Support** | **Central Admin** |
|  | Labor Day |  |  |  |
|  | Thanksgiving Day |  |  |  |
|  | Thanksgiving Holiday |  |  |  |
|  | Christmas Holiday |  |  |  |
|  | Christmas Holiday |  |  |  |
|  | New Year’s Day |  |  |  |
|  | Martin Luther King, Jr. Day |  |  |  |
|  | Memorial Day |  |  |  |
|  | Independence Day Holiday |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vacation**  The vacation accrual rates and floating holiday accrual rates for full time employees are as follows: | | | | |
| **Employee with Total**  **State Employment of:** | **Hours Accrued Per Month** | | | **Maximum Vacation Carryover into**  **Next Fiscal Year** |
| **Holiday** | **Vacation** | **Total Hours**  **Accrued** |
| 0 but less than 2 years |  |  |  |  |
| 2 but less than 5 years |  |  |  |  |
| 5 but less than 10 years |  |  |  |  |
| 10 but less than 15 years |  |  |  |  |
| 15 but less than 20 years |  |  |  |  |
| 20 but less than 25 years |  |  |  |  |
| 25 but less than 30 years |  |  |  |  |
| 30 but less than 35 years |  |  |  |  |
| 35 years or more |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

https://www.schedulesbox.com/