**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  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
| **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/