

# Instructions for Sick Time / Vacation Timesheets

www.PrintableTimeSheets.net

Tracking sick time and vacation time is a way of earning and using paid time off. Typically there is an amount of time "earned" by the employee based on the time that they work. Different organizations may award sick time and vacation time on a weekly, monthly, or annual basis. While accrual rules may vary from jurisdiction to jurisdiction, typically this paid time off is actually earned on an ongoing basis.

Sick Time and Vacation timesheets make it easy to keep track of employee accrual and use of sick time and vacation time. They automatically calculate new time earned, and simplify the process of "using" paid time off in your payroll calculations.

The image displays a web-based interface for timesheets, showing four different views: Weekly, Bi-Weekly, Semi-Monthly, and Monthly. Each view includes fields for company name, week/month, employee details, and a grid for recording time. The Monthly view includes a detailed table for tracking time.

Day	Start	End	Rate	Hours	Amount	Balance
Tue	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Wed	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Thu	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Fri	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Sat	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Sun	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Mon	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Tue	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Wed	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Thu	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Fri	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Sat	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Sun	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM
Mon	8:00 AM	12:00 PM	1.00 PM	4.00 PM	4.00 PM	1.00 PM

Figure 1 Sick Time / Vacation timesheets

## 1. Time period

Depending on the timesheet you choose, the period covered may be a week (weekly), two weeks (biweekly), half of a month (semimonthly), or an entire month (monthly).



Weekly Timesheet  
Week of: 2007-11-25

**Figure 2 Beginning of reporting period**

**Weekly timesheets** – in the "Week of" field, enter the date for the Sunday that begins the week. The dates for days of the week will be automatically filled-in.

**Biweekly timesheets** – in the "Week of" field, enter the date for the Sunday that begins the first week of the two-week period. The dates for the days of the two-week period will be automatically filled in.

**Semimonthly timesheets** – in the "Week of" field, enter the date for the beginning of the period (either the 1st of the month or the 16th of the month). The dates and days of the week will be automatically filled in.



Monthly Timesheet  
Month begins: 2008-07-01

**Figure 3 First day of the month**

**Monthly timesheets** -- in the "Month begins" field, enter the date of the first day of the month for which the timesheet applies. The dates and days of the week will be automatically filled in.

## 2. Sick time / Vacation time accrual

Sick time and vacation time are calculated against the number of hours an employee is expected to work in a “regular” day.

Reg work hours (hrs/day):	8.00
Sick time accrual (hrs/yr):	40.00
Vac time accrual (hrs/yr):	80.00

**Figure 4 Hours and accrual rates**

**Reg work hours (hrs/day)** – enter the number of hours worked in a normal day. This may be "8.00", "7.50", "7.00", or some other number appropriate to your organization.

**Sick time accrual (hrs/yr)** – enter the number of sick time hours that this employee will accrue over the course of a normal year. If employees were to accrue one sick day per month, working an 8 hour day for five days a week, this would be "96.00".

**Vac time accrual (hrs/yr)** – enter the number of vacation time hours that this employee will accrue over the course of a normal year. If employees were to accrue two weeks of vacation per year, working a 40 hour week, this would be "80.00".

### 3. Hours Worked

Timesheets allow for two work periods in a day. This may represent morning and afternoon, or any other arrangement that applies to your situation. If only one work period is needed, you can leave the second pair of columns empty.

	In	Out	In	Out	Sick Used	Vac Used
6/1						
6/2	8:00 AM	12:00 PM	1:00 PM	4:00 PM	1.00	
6/3	8:00 AM	12:00 PM	1:00 PM	5:00 PM		
6/4	8:00 AM	12:00 PM				4.00
6/5	8:00 AM	12:00 PM	1:00 PM	5:00 PM		

**Figure 5 Time entry**

**In / Start Time** – for a work period on a given day, enter the time that work begins. Values can look like "8:00 AM" or "08:00".

**Out / End Time** – for a work period on a given day, enter the time that work ends. Values can look like "5:00 PM" or "17:00".

**Sick Used** – on days to which accrued sick time is to be applied, enter the number of sick time hours used in this column. If an employee normally works an 8 hour day and is out for one hour for a medical appointment, enter "1.00" in this column.

**Vac Used** – on days to which accrued vacation time is to be applied, enter the number of vacation time hours used in this column. If an employee normally works an 8 hour day and is out for half of the day, enter "4.00" in this column.

## 4. Totals

Timesheets will calculate total paid hours, sick time accrued, and vacation time accrued.

Vac Used	Hours	Sick Earned	Vac Earned
	8.00	0.1538	0.3077
	8.00	0.1538	0.3077
4.00	8.00	0.1538	0.3077
	8.00	0.1538	0.3077
	8.00	0.1538	0.3077
<b>Total Hours:</b>	<b>40.00</b>	<b>0.7692</b>	<b>1.5385</b>

**Figure 6 Total hours**

**Hours** – this column calculates the total paid hours for this day. It is the sum of the times entered in the two sets of Start / End columns plus any sick time and vacation time used.

**Sick Earned** – this column calculates additional sick time accrued to an employee's account. On days in which hours are reported in the Hours column, the timesheet calculates the pro-rated number of sick time hours earned by the employee based on those hours and the annual sick time accrual rate entered above. This number is calculated to four decimal places.

**Vac Earned** – this column calculates additional vacation time accrued to an employee's account. On days in which hours are reported in the Hours column, the timesheet calculates the pro-rated number of vacation time hours earned by the employee based on those hours and the annual vacation time accrual rate entered above. This number is calculated to four decimal places.

**Total hours** – the total hours reported are the sums of the Hours column (which includes hours worked, sick time used, and vacation time used), the Sick Earned column, and the Vac Earned column. This represents all the hours for this pay period.

## Notes:

The actual calculation for sick time accrual looks like this:

$$\text{Daily Sick Time Earned} = \frac{\text{Total Paid Hours} \times \text{Annual Sick Time Accrual Rate}}{52 \text{ weeks per year} \times 5 \text{ days per week} \times \text{Hours in Regular Work Day}}$$

The actual calculation for vacation time accrual looks like this:

$$\text{Daily Vacation Time Earned} = \frac{\text{Total Paid Hours} \times \text{Annual Vacation Time Accrual Rate}}{52 \text{ weeks per year} \times 5 \text{ days per week} \times \text{Hours in Regular Work Day}}$$