

EMPLOYEE ACCOUNTABILITY REPORT Fiscal Year 07/01/2023 - 06/30/2024

Employee _____

Department:

Sick Day Balance as of June 30, 2024

Vacation Days to be rolled over to July 1, 2024

Eligible vacation days as of July 1 2024

Benefit time used 07/01/23 - 06/30/24:

Date(s)	# Vacation Days Used	# Sick Days Used	# Personal Days Used
Total	0	0	0

Employee Signature:

Date: _____

Supervisor Signature: _____

Date: _____