



Play Centers, Inc. / Play and Learn
"Your First Choice for Quality Child Care and Education"
in Anne Arundel County, Baltimore City,
and Baltimore County



PRESCHOOL EMPLOYEE VACATION/FLOATING HOLIDAY TRACKING SHEET ~ Scribbles

Employee's FULL Name: _____

Date of Hire: ____ / ____ / ____

VACATION DAYS

Vacations Days Acquired: ____

Vacation Days Used:

1. ____ / ____ / ____	6. ____ / ____ / ____	11. ____ / ____ / ____
2. ____ / ____ / ____	7. ____ / ____ / ____	12. ____ / ____ / ____
3. ____ / ____ / ____	8. ____ / ____ / ____	13. ____ / ____ / ____
4. ____ / ____ / ____	9. ____ / ____ / ____	14. ____ / ____ / ____
5. ____ / ____ / ____	10. ____ / ____ / ____	15. ____ / ____ / ____

FLOATING HOLIDAYS

	Date Acquired	Date Used
Martin Luther King Day (January)	____ / ____ / ____	____ / ____ / ____
Columbus Day (October)	____ / ____ / ____	____ / ____ / ____
Veterans' Day (November)	____ / ____ / ____	____ / ____ / ____