



**Genesee Education Consultant Services, Inc.  
Accrual Information**

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

District/Program/Site \_\_\_\_\_ Add Accruals  Update Accruals  Eff Date: \_\_\_\_\_

**Employee Schedule**

Scheduled Hours Per Week \_\_\_\_\_ / Scheduled Days Per Week \_\_\_\_\_ = \_\_\_\_\_ Hours Earned Per Month.

School Year (no summer work)  Calendar Year (works summer)  Number of Work Days per Year: \_\_\_\_\_

*\*\*Only use PTO (Paid Time Off) if applicable.*

Accruals	Sick	Personal	Vacation	Bereavement	Incident Weather (Act of God)	Tier -OR- PTO
Days earned each year (Amount)						
Accrual Carry Over to next School Year (✓)						
Paid Holidays (Please Check)	<input type="checkbox"/> 4th of July <input type="checkbox"/> Thanksgiving Day <input type="checkbox"/> New Years Eve <input type="checkbox"/> Good Friday <input type="checkbox"/> Labor Day <input type="checkbox"/> Day After Thanksgiving <input type="checkbox"/> New Years Day <input type="checkbox"/> Easter Monday <input type="checkbox"/> Columbus Day <input type="checkbox"/> Christmas Eve <input type="checkbox"/> Martin Luther King Jr. Day <input type="checkbox"/> Memorial Day <input type="checkbox"/> Veterans Day <input type="checkbox"/> Christmas Day <input type="checkbox"/> Presidents Day      Juneteenth					
Notes or Guidelines to above listed accruals:						

\_\_\_\_\_  
Complete By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Posted in System