

Yearly Time Off Schedule Template

[Manage your time off with busybusy](#)

Year:

Employee:

| Type of time off/Month of the year | Jan. | Feb. | Mar. | Apr. | May. | Jun. | Jul. | Aug. | Sept. | Oct. | Nov. | Dec. | Consumed days | Balance | Available days |
|------------------------------------|------|------|------|------|------|------|------|------|-------|------|------|------|---------------|---------|----------------|
| Paid vacation | | | | | | | | | | | | | 0 | | 0 |
| Sick leave | | | | | | | | | | | | | 0 | | 0 |
| Earned | | | | | | | | | | | | | 0 | | 0 |
| Religious days | | | | | | | | | | | | | 0 | | 0 |
| Wedding | | | | | | | | | | | | | 0 | | 0 |
| Optional holidays | | | | | | | | | | | | | 0 | | 0 |

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| Paid vacation | | | | | | | | | | | | | 0 | | 0 |
| Sick leave | | | | | | | | | | | | | 0 | | 0 |
| Earned | | | | | | | | | | | | | 0 | | 0 |
| Religious days | | | | | | | | | | | | | 0 | | 0 |
| Wedding | | | | | | | | | | | | | 0 | | 0 |
| Optional holidays | | | | | | | | | | | | | 0 | | 0 |

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| Sick leave | | | | | | | | | | | | | 0 | | 0 |
| Earned | | | | | | | | | | | | | 0 | | 0 |
| Religious days | | | | | | | | | | | | | 0 | | 0 |
| Wedding | | | | | | | | | | | | | 0 | | 0 |
| Optional holidays | | | | | | | | | | | | | 0 | | 0 |