# **CCB Vacation Calendar**

As a Post-Doctoral Fellow, you are eligible for a total of 20 vacation days for the year of your appointment, accruing at a rate of 1.67 days per month that you are employed. If you work part time, these accrual rates will be adjusted accordingly.

Any requests for time off should be made to your lab administrator. Please note that vacation time balances do not carry over at the end of your appointment. Therefore, you must use any vacation days within the term of your appointment, or you will lose them. If you are reappointed, vacation time balances will be reset to 0.

**Note: Your group may use a different system than this form to track vacation time.**

Year: \_\_\_\_\_ Beginning Vacations Monthly Ending

Balance Days Used Accrual Balance

January \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

February \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

March \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

April \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

May \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

June \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

July \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

August \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

September \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

October \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

November \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

December \_\_\_\_ - \_\_\_\_ + 1.67 = \_\_\_\_

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Supervisor / Lab Administrator Signature Employee Signature