Example of How to Estimate Your PTO Balance

This example is based on a **full-time** employee who plans to work **80 hours** each pay period. The worksheet shows an estimated projection of how many hours the employee has to cash in at each cash-in period.

PTO Estimating Worksheet EXAMPLE	
March 6 Cash-In Period	
PTO Balance (as of Nov. 1, 2019)	160
+ Estimated accrual (# of pay periods x PTO accrual rate)	+ 66.51 (9 x 7.39)
- Planned usage (Planned PTO + holidays + sick days)	- 32 (8 + 8 + 16)
Projected balance for March 6, 2020	**194.51**
- Minimum balance	- 80
Hours available to cash in	114.51 *(40 is the maximum per pay period)*
July 10 Cash-In Period	
Projected PTO Balance for March 6, 2020	194.51
- March Cash-In	- 16
+ Estimated accrual (# of pay periods x PTO accrual rate)	+ 66.51 (9 x 7.39)
- Planned usage (Planned PTO + holidays + sick days)	- 32 (8 + 8 + 16)
Projected balance for July 10, 2020	**213.02**
- Minimum balance	- 80
Hours available to cash in	133.02 *(40 is the maximum per pay period)*
Nov. 13 Cash-In Period	
Projected PTO Balance for July 10, 2020	213.02
- July Cash-In	- 40
+ Estimated accrual (# of pay periods x PTO accrual rate)	+ 66.51 (9 x 7.39)
- Planned usage (Planned PTO + holidays + sick days)	- 64 (16 + 32 + 16)
Projected balance for Nov. 13, 2020	**175.53**
- Minimum balance	- 80
Hours available to cash in	95.53 (*40 is the maximum per pay period)*

Blank Worksheet for Your Use

PTO Estimating Worksheet	
March 6 Cash-In Period	
PTO Balance (as of Nov. 1, 2019)	
+ Estimated accrual (# of pay periods x PTO accrual rate)	+ (9 x)
- Planned usage (Planned PTO + holidays + sick days)	-
Projected balance for March 6, 2020	
- Minimum balance	- 80
Hours available to cash in	*40 is the maximum per pay period*
July 10 Cash-In Period	
Projected PTO Balance for March 6, 2020	
- March Cash-In	-
+ Estimated accrual (# of pay periods x PTO accrual rate)	+ (9 x)
- Planned usage (Planned PTO + holidays + sick days)	-
Projected balance for July 10, 2020	
- Minimum balance	- 80
Hours available to cash in	*40 is the maximum per pay period*
Nov. 13 Cash-In Period	
Projected PTO Balance for July 10, 2020	
- July Cash-In	-
+ Estimated accrual (# of pay periods x PTO accrual rate)	+ (9 x)
- Planned usage (Planned PTO + holidays + sick days)	-
Projected balance for Nov. 13, 2020	
- Minimum balance	- 80
Hours available to cash in	*40 is the maximum per pay period*