

# Example of Pro-Rata Vacation Calculation

- Employee is promised 40 hours (one week) per year
- Employee's hire date is January 1, 2007
- Employee's separation date is May 25, 2007

Calculation:

- 40 hours ÷ 365 days in one year = .109589
- Jan. 1, 2007 to May 25, 2007 = 145 calendar days
- 145 days X .109589 = 15.89 hours due