



NEWHALL SCHOOL DISTRICT

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Interpreting Leave Balances on Pay Stub

The sick and vacation leave balances reflected on your pay stub are presented in **hours and minutes**.
Use the conversion tool below to interpret your leave balances in terms of work **days**.

LEAVE BALANCES			
DESCRIPTION	ACCRUED	USED	ENDING BAL
SICK	00:00	00:00	89:02
VACATION	00:00	00:00	107:55

Sample Data
Interpretation

Ending balances presented as hours and minutes in **HH:MM** format.

Sick 89 hours and 02 minutes
Vacation 107 hours and 55 minutes

Sick: 89 Hours and 02 Minutes translates to 11.13 Sick Days (based on an 8 hour workday)
Vacation: 107 Hours and 55 Minutes translates to 13.49 Vacation Days (based on an 8 hour workday)

Use the conversion tool below to translate your balances from *hours and minutes* to **days**.

HH:MM to Days Conversion Tool

Hours: Minutes: Total hours in one regular workday*:

Balance converted to work days:

*Enter the total hours of one regular workday in this field.

If you work 3 hours and 45 minutes per day, enter **3.75**. If your total daily work hours vary by day, please use the total hours worked in one week, divided by **5**.