

ANNUAL ENTITLEMENT POLICY25

MAX CARRY-OVER (DAYS)5

Teal cells are inputs · month columns take part-days too (0.5)

#	EMPLOYEE	TEAM	ENTITLED	CARRIED	TOTAL	TAKEN	BOOKED	REMAINING	J	F	M	A	M	J	J	A	S	O	N	D
1	Alex Mercer	Sales	25	3	28	0	25	3			5.			3.	10.			2.		5.
2	Sam Okafor	Marketing	25	0	25	0	22	3	2.			4.			8.		3.			5.
3	Jordan Reyes	Marketing	25	2	27	0	24	3		3.			5.		10.				2.	4.
4	Riley Chen	Design	25	5	30	0	25	5			4.			5.	5.	5.				6.
5	Priya Nair	Engineering	25	0	25	0	22	3				3.		10.			4.			5.
6	Tom Brady	Engineering	25	1	26	0	21	5	3.						15.					3.
7	Nina Patel	Engineering	25	0	25	0	25	0		5.			2.		5.	5.		3.		5.
8	Marcus Hill	Support	25	4	29	0	22	7			3.	3.		4.	4.			4.		4.
9	Ava Lindqvist	Support	25	0	25	0	25	0	5.						10.				5.	5.
10	Diego Santos	Finance	25	2	27	0	25	2					10.				5.			10.
11	Grace Kim	Finance	25	0	25	0	22	3		2.		5.			8.			2.		5.
12	Omar Haddad	Operations	25	3	28	0	25	3			5.			5.	5.	5.				5.
13	Lena Fischer	Operations	25	0	25	0	23	2	2.				4.		12.					5.
14	Chris Doyle	People	25	1	26	0	24	2				4.		4.	6.		4.			6.
TEAM TOTALS · 14 people →			350	21	371	0	330	41	12	10	17	19	21	31	98	15	16	11	7	73

Fourteen people hold 371 days of entitlement including 21 carried over. 330 days are booked and 41 remain unallocated — 89% of the annual allowance is already planned.

Peak month is July with 98 days out across the team; quietest is November with 7. Amber cells flag anyone taking 7+ days in a single month.