

**KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC. (KLFD-INC.)**

**CHECK REQUEST**

Check Request #

9-28-16-VACATION PAYOUT

Date:

28-Sep-16

146-1250-522-120 & 210

**Description**

**Amount \$**

KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 EAST DRIVE

KEY LARGO, FLORIDA 33037

305-451-2700

[info@keylargofire.com](mailto:info@keylargofire.com)

PAYROLL FOR PAID FULL TIME AND PART TIME EMPLOYEES

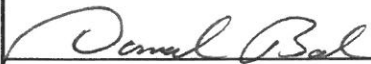
\$7,236.48

SUNDAY, September 11, 2016 @ 7 AM thru SUNDAY, September 25, 2016 @ 7AM

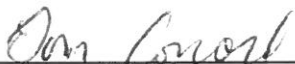
PAYROLL TAXES (gross wages x 0.0765)

\$553.59

**APPROVAL**

  
\_\_\_\_\_  
(SIGN NAME)

9/28/16  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
(SIGN NAME)

9-28-16  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
(SIGN NAME)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(SIGN NAME)

\_\_\_\_\_  
DATE

**Finance Dept. Use Only:**

Date Received:

Finance Review & Approval:

Processed on:

Processed by:

Total

**\$7,790.07**



KEY LARGO FIRE DEPARTMENT PAID STAFF 2015 - 2016 FISCAL  
YEAR VACATION PAYOUT

EMPLOYEE NAME: Arana, Jaime HOURLY: 11.47 OVERTIME: 17.21  
Instructor Rate: Hourly: \$ 16.69 Overtime: \$ 25.00

REGULAR HOURS WORKED: 0.00

OVERTIME HOURS WORKED: 0.00

HOLIDAY: 0.00

VACATION: 48.00

VACATION PAY OUT 2015 - 2016

PTO: 0.00

SICK: 0.00

INSTRUCTOR: 0.00

PAY PERIOD #1 HOURS: 0.00 8/28/2016 - 9/4/16

PAY PERIOD #2 HOURS: 0.00 9/11/16 - 9/25/16

GRAND TOTAL REG. HOURS: 48.00 TOTAL: 550.56

GRAND TOTAL OT HOURS: 0.00 TOTAL: 0.00

GRAND TOTAL INST. HOURS: 0.00 TOTAL: 0.00

INSTRUCTOR PAY MUST BE ON A SEPARATE CHECK  
COMPLETELY!!!

GROSS PAY: \$550.56



KEY LARGO FIRE DEPARTMENT PAID STAFF 2015 - 2016 FISCAL  
YEAR VACATION PAYOUT

EMPLOYEE NAME: JONES, CHRIS HOURLY: 16.24 OVERTIME: 24.36  
Instructor Rate: Hourly: \$ 16.69 Overtime: \$ 25.00

REGULAR HOURS WORKED: 0.00

OVERTIME HOURS WORKED: 0.00

HOLIDAY: 0.00

VACATION: 84.00

VACATION PAY OUT 2015 - 2016

PTO: 0.00

SICK: 0.00

INSTRUCTOR: 0.00

PAY PERIOD #1 HOURS: 0.00 8/28/2016 - 9/4/16

PAY PERIOD #2 HOURS: 0.00 9/11/16 - 9/25/16

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GRAND TOTAL REG. HOURS: 84.00 TOTAL: 1,364.16

GRAND TOTAL OT HOURS: 0.00 TOTAL: 0.00

GRAND TOTAL INST. HOURS: 0.00 TOTAL: 0.00

INSTRUCTOR PAY MUST BE ON A SEPARATE CHECK  
COMPLETELY!!!

GROSS PAY: \$1,364.16



KEY LARGO FIRE DEPARTMENT PAID STAFF 2015 -  
2016 FISCAL YEAR VACATION PAYOUT

EMPLOYEE NAME: DAVID GARRIDO HOURLY: \$ 19.71 OVERTIME: \$ 29.57

Instructor Rate: Hourly: \$ 16.69 Overtime: \$ 25.00

REGULAR HOURS WORKED: 0.00

OVERTIME HOURS WORKED: 0.00

HOLIDAY: 0.00

VACATION: 184.00

PTO: 0.00

SICK: 0.00

INSTRUCTOR (Overtime Rate): 0.00

VACATION PAY OUT 2015 - 2016

PAY PERIOD #1 HOURS: 0.00 8/28/2016 - 9/4/16

PAY PERIOD #2 HOURS: 0.00 9/11/16 - 9/25/16

GRAND TOTAL REG. HOURS: 184.00 TOTAL: 3,626.64

GRAND TOTAL OT HOURS: 0.00 TOTAL: 0.00

GRAND TOTAL INST. HOURS: 0.00 TOTAL: 0.00

INSTRUCTOR PAY MUST BE ON A SEPARATE CHECK COMPLETELY!!!

GROSS PAY: \$3,626.64



KEY LARGO FIRE DEPARTMENT PAID STAFF 2015 - 2016 FISCAL  
YEAR VACATION PAYOUT

EMPLOYEE NAME: GARCIA JR, SERGIO HOURLY: 14.79 OVERTIME: 22.19  
Instructor Rate: Hourly: \$ 16.69 Overtime: \$ 25.00

REGULAR HOURS WORKED: 0.00

OVERTIME HOURS WORKED: 0.00

HOLIDAY: 0.00

VACATION: 96.00

VACATION PAY OUT 2015 - 2016

PTO: 0.00

SICK: 0.00

INSTRUCTOR: 0.00

PAY PERIOD #1 HOURS: 0.00 8/28/2016 - 9/4/16

PAY PERIOD #2 HOURS: 0.00 9/11/16 - 9/25/16

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GRAND TOTAL REG. HOURS: 96.00 TOTAL: 1,419.84

GRAND TOTAL OT HOURS: 0.00 TOTAL: 0.00

GRAND TOTAL INST. HOURS: 0.00 TOTAL: 0.00

INSTRUCTOR PAY MUST BE ON A SEPARATE CHECK  
COMPLETELY!!!

GROSS PAY: \$1,419.84



KEY LARGO FIRE DEPARTMENT PAID STAFF 2015 - 2016 FISCAL  
YEAR VACATION PAYOUT

EMPLOYEE NAME: Calante, Rafael HOURLY: 11.47 OVERTIME: 17.21

REGULAR HOURS WORKED: 0.00

OVERTIME HOURS WORKED: 0.00

HOLIDAY: 0.00

VACATION: 24.00

VACATION PAY OUT 2015 - 2016

PTO: 0.00

SICK: 0.00

INSTRUCTOR: 0.00

PAY PERIOD #1 HOURS: 0.00 8/28/2016 - 9/4/16

PAY PERIOD #2 HOURS: 0.00 9/11/16 - 9/25/16

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GRAND TOTAL REG. HOURS: 24.00 TOTAL: 275.28

GRAND TOTAL OT HOURS: 0.00 TOTAL: 0.00

GRAND TOTAL INST. HOURS: 0.00 TOTAL: 0.00

INSTRUCTOR PAY MUST BE ON A SEPARATE CHECK  
COMPLETELY!!!

GROSS PAY: \$275.28

# KLF D Vacation and Sick Time Tracking

Employee Name	2015-2016 Fiscal Year Starting Balances			6/5/16 - 6/19/16			6/19/16 - 7/3/16			7/3/16 - 7/17/16			7/17/16 - 7/31/16			7/31/16 - 8/14/16			8/14/16 - 8/28/16			8/28/16 - 9/11/16		
	Bal. In	Used	Bal. out	Bal. In	Used	Bal. out	Bal. In	Used	Bal. out	Bal. In	Used	Bal. out	Bal. In	Used	Bal. out	Bal. In	Used	Bal. out	Bal. In	Used	Bal. out	Bal. In	Used	Bal. out
Arana, Jaime Vacation Hrs.	48	0	48	48	0	48	48	0	48	48	0	48	48	0	48	48	0	48	48	0	48	48	0	48
Arana, Jaime Sick Leave Hrs.	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144
Calante, Raphael Vacation Hrs.	48	0	48	48	0	48	24	0	24	24	0	24	24	0	24	24	0	24	24	0	24	24	0	24
Calante, Raphael Sick Leave Hrs.	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144
Garcia, Fernando Vacation Hrs.	24	0	24	24	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Garcia, Fernando Sick Leave Hrs.	144	0	144	144	0	144	144	0	144	144	0	144	144	0	144	144	7.5	136.5	136.5	0	136.5	136.5	0	136.5
Golling, Markus Vacation Hrs.	0	0	0	0	0	0	-96	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golling, Markus Sick Leave Hrs.	12	0	12	12	0	12	12	0	12	12	0	12	12	0	12	12	0	12	12	0	12	12	0	12
Garrido, David Vacation Hrs.	232	0	232	232	48	184	184	0	184	184	0	184	184	0	184	184	0	184	184	0	184	184	0	184
Garrido, David Sick Leave Hrs.	192	0	192	192	0	192	192	0	192	192	0	192	192	0	192	192	24	172	172	0	176	176	0	180
Garcia, Sergio Jr. Vacation Hrs.	144	0	144	144	0	144	144	0	144	144	48	96	144	48	96	96	0	96	96	0	96	96	0	96
Garcia, Sergio Jr. Sick Leave Hrs.	96	0	100	100	0	104	104	0	108	108	0	112	112	0	116	116	0	120	120	0	124	120	0	124
Jones, Chris Vacation Hrs.	192	0	192	192	0	192	192	0	192	24	24	168	168	24	144	144	0	144	144	0	144	144	0	144
Jones, Chris Sick Leave Hrs.	96	0	100	100	24	76	76	28	52	52	0	56	56	48	12	12	0	16	16	12	12	12	0	8

Vacation Bank Max = 304 hours (Any hours above 304 are forfeited upon fiscal year)

Sick Time Bank Max = 192 hours (Any hours above 192 are forfeited upon fiscal year)

!!!FULL TIME EMPLOYEES ADD 4 HOURS PER PAY PERIOD TO ENDING HOURS AMOUNT!!!

