

Name

Date_

Record your leave on the chart

In monthly columns, enter for each day leave you use and/or overtime you wo listed below are suggested:

LEAVE USED

- **H** Holiday
- P Personal

J — Jury M — Mili

- **s** Sick
- **с** сто

OVERTIME WORKED

- **P** Overtime worked for pay
- **T** Overtime worked for CTO

EXAMPLES:

If you use four hours of sick leave, enter

If you take 8 hours of vacation, enter V

VACATION HOURS

SICK LEAVE HOURS

COMPENSATED TIME OFF HOURS

OTHER LEAVE

Balance

If you work 2 hours of overtime for CTC

Summarize your leave balances at the month. Compare to department record correctness. Refer to your contract to holidays and leave rates.

See chart example on rev

			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 2 3														
PLOYEE 4														
RECORD 6														
IU Local 1000 7														
		8												
		9												
		10												
		11												
he cha	art at right.	12												
he chart at right. 12 br each day the amount of 13														
ne you	work. The symbols	14												
14														
15														
V – Vacation 17 J – Jury Duty 18														
м —	M — Military													
19 20 21														
r pay 22														
or CTO														
23														
leave, enter S-4. 25 on, enter V-8. 25														
me for CTO, enter 2-T														
ces at the end of the														
	nent records to confirm 28													
		29												
		30												
e on i	reverse side.	31		1				1						<u>.</u>
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Carried														
	+ Earned													
	Available													
	- Used													
	Balance													
	Carried over													
	+ Earned Available													
	- Used													
	Balance Carried over													
D	+ Earned													
	+ Earned Available													
	- Used													
	Balance													
	Carried over													
E	+ Earned													
C	Available													
	- Used													

2022 EMPLOYEE LEAVE RECORD

Chart Example

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
	Carried over	76.7	80.7	93.7									
VACATION	+ Earned	13	13	13									
	Available	89.7	93.7	106.7									
HOURS	- Used	9	0	11									
	Balance	80.7	93.7	95.7									
	Carried over	27	28	32									
SICK LEAVE	+ Earned	8	8	8									
HOURS	Available	35	36	40									
HOURS	- Used	7	4	18									
	Balance	28	32	22									
	Carried over	0	4	2									
COMPENSATED	+ Earned	4	2	6									
TIME OFF	Available	4	6	8									
HOURS	- Used	0	4	0									
	Balance	4	2	8									
	Carried over												
OTHER LEAVE	+ Earned												
	Available												
	- Used												
	Balance												

2022 HOLIDAYS

New Year's Day – January 1 (P)**

- Martin Luther King Jr. Day–January 17 (R)
- President's Day-February 21 (R)
- César Chávez Day-March 31 (R)
- Memorial Day-May 30 (P)
- Independence Day-July 4 (P)
- Labor Day-September 5 (P)
- Veterans Day-November 11 (R)
- Thanksgiving-November 24 (P)
- Day after Thanksgiving-November 25 (R)
- Christmas-December 26 (P) (observed)

Premium Holiday: 8 hours of holiday credit and one and one-half (1-1/2) the hourly rate for all hours worked.

Regular Holiday: 8 hours of holiday credit and regular hourly rate for all hours worked.

Upon completion of six (6) months of initial probationary period, employees shall be entitled to one (1) personal holiday per fiscal year.

**8 hours of holiday credit earned



MEMBER RESOURCE CENTER Toll Free- 866.471.SEIU (7348)