

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



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