

# LEAVE RECORD

Courtesy of SEIU Local 1000

Name_			
Date_	 	 	

#### Record your leave on the chart at right.

In monthly columns, enter for each day the amount of leave you use and/or overtime you work. The symbols listed below are suggested:

## **LEAVE USED**

H — Holiday
P — Personal
J — Jury Duty
S — Sick
M — Military

 $\mathbf{c}$  — CTO

## **OVERTIME WORKED**

P — Overtime worked for payT — Overtime worked for CTO

#### **EXAMPLES:**

If you use four hours of sick leave, enter S-4. If you take 8 hours of vacation, enter V-8.

If you work 2 hours of overtime for CTO, enter 2-T.

Summarize your leave balances at the end of the month. Compare to department records to confirm correctness. Refer to your contract to determine holidays and leave rates.

## See chart example on reverse side.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC
1												
2												
3												
4												
5												
6												
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31			<u> </u>		<u> </u>							
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
over												

VACATION	Carried over						
	+ Earned						
	Available						
HOURS	- Used						
	Balance						
	Carried over						
SICK LEAVE	+ Earned						
	Available						
HOURS	- Used						
	Balance						
	Carried over						
COMPENSATED	+ Earned						
TIME OFF	Available						
HOURS	- Used						
	Balance						
	Carried over						
OTHER LEAVE	+ Earned						
_	Available						
	- Used						
	Balance						

## 2023 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	II									
	Balance	80.7	93.7	95.7									
	Carried over	27	28	32									
SICK LEAVE	+ Earned	8	8	8									
	Available	35	36	40									
HOURS	- Used	7	4	18									
	Balance	28	3 <i>2</i>	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												

# 2023 HOLIDAYS

New Year's Day - January 2 (P) (observed)

Martin Luther King Jr. Day - January 16 (R)

President's Day - February 20 (R)

César Chávez Day-March 31 (R)

Memorial Day - May 29 (P)

Independence Day-July 4 (P)

Labor Day-September 4 (P)

Veterans Day - November 10 (P) (observed)

Thanksgiving-November 23 (P)

Day after Thanksgiving-November 24 (R)

Christmas-December 25 (P)

Plus one (1) personal holiday per year (after completion of 6 month probation period; credited on the first day of July)

**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.

Two (2) Professional Development Days (PDD). Expires June 30th of each year of the contract.

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

Information taken from Master Agreement. Effective January 1, 2020 – June 30, 2023



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