



# 2019 EMPLOYEE LEAVE RECORD

## Chart Example

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

## 2019 HOLIDAYS

- New Year's Day - January 1 (P)**
- Martin Luther King Jr. Day-January 21 (R)**
- President's Day-February 18 (R)**
- Cesar Chavez Day (OBSERVED) - April 1 (R)**
- Memorial Day-May 27 (P)**
- Independence Day-July 4 (P)**
- Labor Day-September 2 (P)**
- Veterans Day-November 11 (R)**
- Thanksgiving-November 28 (P)**
- Day after Thanksgiving-November 29 (R)**
- Christmas-December 25 (P)**

**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 30 of each fiscal year of the contract.

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

Information taken from Master Agreement, effective July 2, 2016 through Jan. 1, 2020.



**MEMBER RESOURCE CENTER**  
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