



# 2020 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												

## 2020 HOLIDAYS

**New Year's Day–January 1 (P)**

**Martin Luther King Jr. Day–January 20 (R)**

**President's Day–February 17 (R)**

**César Chávez Day–March 31 (R)**

**Memorial Day–May 25 (P)**

**Independence Day (\*)–July 4 (P)**

**Labor Day–September 7 (P)**

**Veterans Day–November 11 (R)**

**Thanksgiving–November 26 (P)**

**Day After Thanksgiving–November 27 (R)**

**Christmas–December 25 (P)**

**Premium Holidays:** One and 1/2 the hourly rate for all hours worked plus 8 hours holiday credit

**Regular Holidays:** Regular hourly rate for all hours worked plus 8 hours holiday credit

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

(\*) July 4 falls on a Saturday. Employees will receive eight (8) hours of holiday credit.



**MEMBER RESOURCE CENTER**  
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