

2022 EMPLOYEE LEAVE RECORD

Chart Example

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
VACATION HOURS	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									
SICK LEAVE HOURS	Carried over	27	28	32									
	+ Earned	8	8	8									
	Available	35	36	40									
	- Used	7	4	18									
	Balance	28	32	22									
COMPENSATED TIME OFF HOURS	Carried over	0	4	2									
	+ Earned	4	2	6									
	Available	4	6	8									
	- Used	0	4	0									
	Balance	4	2	8									
OTHER LEAVE	Carried over												
	+ 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
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