



# 2024 EMPLOYEE

## 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
- S** — Sick
- C** — CTO
- V** — Vacation
- J** — Jury Duty
- M** — Military

**OVERTIME WORKED**

- P** — Overtime worked for pay
- T** — 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.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1												
2												
3												
4												
5												
6												
7												
8												
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28												
29												
30												
31												

**See chart example on reverse side.**

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>VACATION HOURS</b>	Carried over												
	+ Earned												
	Available												
	- Used												
	Balance												
<b>SICK LEAVE HOURS</b>	Carried over												
	+ Earned												
	Available												
	- Used												
	Balance												
<b>COMPENSATED TIME OFF HOURS</b>	Carried over												
	+ Earned												
	Available												
	- Used												
	Balance												
<b>OTHER LEAVE</b> _____	Carried over												
	+ Earned												
	Available												
	- Used												
	Balance												



# 2024 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												

## 2024 HOLIDAYS

**New Year's Day (P) - January 1**

**Martin Luther King Jr. Day (R) - January 15**

**President's Day (R) - February 19**

**César Chávez Day (observed) (R) - April 1**

**Memorial Day (P) - May 27**

**Independence Day (P) - July 4**

**Labor Day (P) - September 2**

**Veterans Day (P) - November 11**

**Thanksgiving (P) - November 28**

**Day after Thanksgiving (R) - November 29**

**Christmas (P) - December 25**

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

Specific information regarding holiday pay & personal holidays may be found in Article 7 of our contract.

(P) = Premium Holiday

(R) = Regular Holiday

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