



# 2026 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

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**H** — Holiday

## **P** — Personal

**S** — Sick

**C – CTO**

## V – Vacation

**J** — Jury Duty

## **M** — Military

## **PLP – Personal Leave Program 2025**

## 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.

**See chart example on reverse side.**

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## 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											

## 2026 HOLIDAYS

**January 1 - New Year's Day (P)**  
**January 19 - Martin Luther King Jr. Day (R)**  
**February 16 - President's Day (R)**  
**March 31 - César Chávez' Day (R)**  
**May 25 - Memorial Day (P)**  
**July 4 - Independence Day (P)**  
**September 7 - Labor Day (P)**  
**November 11 - Veterans Day (R)**  
**November 26 - Thanksgiving (P)**  
**November 27 - Day after Thanksgiving (R)**  
**December 25 - Christmas (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. An employee shall accrue eight (8) hours of holiday credit when an observed premium or regular holiday falls on the employee's regularly scheduled day off and the employee is excused from work.

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

Specific information regarding holiday pay & personal holidays may be found in Article 7 of our contract. [www.seiu1000.org](http://www.seiu1000.org)



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