

SUTTER COUNTY - LEAVE TRACKING SCHEDULE

PAY PERIOD	SICK LEAVE			ANNUAL LEAVE			COMP TIME			HOLIDAY BANK		
	Earned	Used	Bal	Earned	Used	Bal	Earned	Used	Bal	Earned	Used	Bal
Beginning Balance:												
Dec 23 – Jan 5												
Jan 6 – Jan 19												
Jan 20 - Feb 2												
Feb 3 - Feb 16												
Feb 17 - Mar 2												
Mar 3 - Mar 16												
Mar 17 - Mar 30												
Mar 31 - Apr 13												
Apr 14 - Apr 27												
Apr 28 - May 11												
May 12 - May 25												
May 26 - Jun 08												
Jun 09 - Jun 22												
Jun 23 - Jul 6												
Jul 7 - Jul 20												
Jul 21 - Aug 3												
Aug 4 - Aug 17												
Aug 18 – Aug 31												
Sept 1 - Sept 14												
Sept 15 - Sept 28												
Sept 29 - Oct 12												
Oct 13 - Oct 26												
Oct 27 - Nov 09												
Nov 10 - Nov 23												
Nov 24 - Dec 7												
Dec 8 - Dec 21												
Ending Balance:												

PLEASE SEE THE BACK OF THIS FORM FOR THE 2018 PAY PERIOD SCHEDULE THAT INCLUDES EMPLOYEE PAID DATES AND A 2018 HOLIDAY SCHEDULE.

Pay Period Begins and Ends	Employee Paid
Dec 23 – Jan 5	1/12/18
Jan 6 – Jan 19	1/26/18
Jan 20 - Feb 2	2/09/18
Feb 3 - Feb 16	2/23/18
Feb 17 - Mar 2	3/09/18
Mar 3 - Mar 16	3/23/18
Mar 17 - Mar 30	4/06/18
Mar 31 - Apr 13	4/20/18
Apr 14 - Apr 27	5/04/18
Apr 28 - May 11	5/18/18
May 12 - May 25	6/01/18
May 26 - Jun 08	6/15/18
Jun 09 - Jun 22	6/29/18
Jun 23 - Jul 6	7/13/18
Jul 7 - Jul 20	7/27/18
Jul 21 - Aug 3	8/10/18
Aug 4 - Aug 17	8/24/18
Aug 18 – Aug 31	9/07/18
Sept 1 - Sept 14	9/21/18
Sept 15 - Sept 28	10/05/18
Sept 29 - Oct 12	10/19/18
Oct 13 - Oct 26	11/02/18
Oct 27 - Nov 09	11/16/18
Nov 10 - Nov 23	11/30/18
Nov 24 - Dec 7	12/14/18
Dec 8 - Dec 21	12/28/18

2018 Holiday Schedule

New Year's Day – Monday, January 1, 2018

Martin Luther King, Jr. Day – Monday, January 15, 2018

Washington's Birthday – Monday, February 19, 2018

César Chávez Day – Friday, March 30, 2018

Memorial Day – Monday, May 28, 2018

Independence Day – Wednesday, July 4, 2018

Labor Day – Monday, September 3, 2018

Veterans Day – Monday, November 12, 2018

Thanksgiving – Thursday, November 22 and Friday, November 23, 2018

Christmas – Monday, December 24 and Tuesday, December 25, 2018

This is only a guide to assist you in tracking your leave.

Split Holiday rules apply for some employees under the MOU.

If you are unsure of the guidelines, please contact union staff for assistance.