

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 24 - Jan 6												
Jan 7 - Jan 20												
Jan 21 - Feb 3												
Feb 4 - Feb 17												
Feb 18 - Mar 3												
Mar 4 - Mar 17												
Mar 18 - Mar 31												
Apr 1 - Apr 14												
Apr 15 - Apr 28												
Apr 29 - May 12												
May 13 - May 26												
May 27 - Jun 09												
Jun 10 - Jun 23												
Jun 24 - Jul 7												
Jul 8 - Jul 21												
Jul 22 - Aug 4												
Aug 5 - Aug 18												
Aug 19 - Sept 1												
Sept 2 - Sept 15												
Sept 16 - Sept 29												
Sept 30 - Oct 13												
Oct 14 - Oct 27												
Oct 28 - Nov 10												
Nov 11 - Nov 24												
Nov 25 - Dec 8												
Dec 9 - Dec 22												
Ending Balance:												

PLEASE SEE THE BACK OF THIS FORM FOR THE 2016 PAY PERIOD SCHEDULE THAT INCLUDES EMPLOYEE PAID DATES AND A 2017 HOLIDAY SCHEDULE.

2017 Pay Period Schedule			
PP No.	PP Begins Saturday	PP Ends Friday	Employee Paid
1	12/24/17	01/06/17	01/13/17
2	01/07/17	01/20/17	01/27/17
3	01/21/17	02/03/17	02/10/17
4	02/04/17	02/17/17	02/24/17
5	02/18/17	03/03/17	03/10/17
6	03/04/17	03/17/17	03/24/17
7	03/18/17	03/31/17	04/07/17
8	04/01/17	04/14/17	04/21/17
9	04/15/17	04/28/17	05/05/17
10	04/29/17	05/12/17	05/19/17
11	05/13/17	05/26/17	06/02/17
12	05/27/17	06/09/17	06/16/17
13	06/10/17	06/23/17	06/30/17
14	06/24/17	07/07/17	07/14/17
15	07/08/17	07/21/17	07/28/17
16	07/22/17	08/04/17	08/11/17
17	08/05/17	08/18/17	08/25/17
18	08/19/17	09/01/17	09/08/17
19	09/02/17	09/15/17	09/22/17
20	09/16/17	09/29/17	10/06/17
21	09/30/17	10/13/17	10/20/17
22	10/14/17	10/27/17	11/03/17
23	10/28/17	11/10/17	11/17/17
24	11/11/17	11/24/17	12/01/17
25	11/25/17	12/08/17	12/15/17
26	12/09/17	12/22/17	12/29/17

2017 Holiday Schedule	
Holiday	Date
New Year's Day	January 2, 2017
Martin Luther King, Jr. Day	January 16, 2017
Washington's Birthday	February 20, 2017
César Chávez Day	March 31, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving	November 23 and 24, 2017
Christmas	December 22 and 25, 2017

*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.*

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