

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 14 – Dec 27												
Dec 28 – Jan 10												
Jan 11 – Jan 24												
Jan 25 – Feb 07												
Feb 08 – Feb 21												
Feb 22 – Mar 07												
Mar 08 – Mar 21												
Mar 22 – Apr 04												
Apr 05 – Apr 18												
Apr 19 – May 02												
May 03 – May 16												
May 17 – May 30												
May 31 – Jun 13												
Jun 14 – Jun 27												
Jun 28 – July 11												
July 12 – July 25												
July 26 – Aug 08												
Aug 09 – Aug 22												
Aug 23 – Sept 05												
Sept 06 – Sept 19												
Sept 20 – Oct 03												
Oct 04 – Oct 17												
Oct 18 – Oct 31												
Nov 01 – Nov 14												
Nov 15 – Nov 28												
Nov 29 – Dec 12												
Ending Balance:												

HOLIDAY SCHEDULE FOR 2014:

New Year's Day	Jan 01
Martin Luther King, Jr. Day	Jan 20
Washington's Birthday	Feb 17
Memorial Day	May 26
Independence Day	July 04
Labor Day	Sept 01
Veteran's Day	Nov 11
Thanksgiving Holiday	Nov 27 & 28
Christmas Holiday	Dec 24 & 25

PAY DAY

January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

*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.*