

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

HOLIDAY SCHEDULE FOR 2012:

| | |
|-----------------------------|-------------|
| New Year's Day | Jan 2 |
| Martin Luther King, Jr. Day | Jan 16 |
| Washington's Birthday | Feb 20 |
| Memorial Day | May 28 |
| Independence Day | July 4 |
| Labor Day | Sept 3 |
| Veteran's Day | Nov 12 |
| Thanksgiving Holiday | Nov 22 & 23 |
| Christmas Holiday | Dec 24 & 25 |

PAY DAY

2012

| January | February | March | 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 31 | 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 | 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 | 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 | June | July | 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 | 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 | 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 | 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 | October | November | 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 | 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 | 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 | 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.*