

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.*