

January 2024-December 2024 Paid Leave Accrual

Please indicate in number of hours

2024 Personal accrual _____ (hours)

Vacation Carryover 12/31/23 _____ (hours)

2024 Vacation accrual + _____ (hours)

2024 Amount Used - _____ (hours)

12/31/24 Vacation Balance = _____ (hours)

Sick Carryover 12/31/23 _____ (hours)

2024 Sick accrual + _____ (hours)

2024 Amount Used - _____ (hours)

12/31/24 Sick Balance = _____ (hours)

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

2024 HOLIDAY SCHEDULE

- Monday, January 15, 2024 Martin Luther King, Jr. Day
- Monday, May 27, 2024 Memorial Day
- Wednesday, June 19, 2024 Juneteenth
- Thursday, July 4, 2024 Independence Day
- Monday, September 2, 2024 Labor Day
- Thursday, November 28, 2024 Thanksgiving Day
- Friday, November 29, 2024 Day after Thanksgiving
- Monday, December 23, 2024 Winter Break
- Tuesday, December 24, 2024 Winter Break
- Wednesday, December 25, 2024 Winter Break
- Thursday, December 26, 2024 Winter Break
- Friday, December 27, 2024 Winter Break
- Saturday, December 28, 2024 Winter Break
- Sunday, December 29, 2024 Winter Break
- Monday, December 30, 2024 Winter Break
- Tuesday, December 31, 2024 Winter Break
- Wednesday, January 1, 2025 Winter Break

The December 2024 to January 2025 Winter Break is limited to a maximum of eight (8) days of holiday pay.