

January 2025-December 2025 Paid Leave Accrual

Please indicate in number of *hours*

2025 Personal accrual _____ (hours)

Vacation Carryover 12/31/24 _____ (hours)

2025 Vacation accrual + _____ (hours)

2025 Amount Used - _____ (hours)

12/31/25 Vacation Balance = _____ (hours)

Sick Carryover 12/31/24 _____ (hours)

2025 Sick accrual + _____ (hours)

2025 Amount Used - _____ (hours)

12/31/25 Sick Balance = _____ (hours)

Employee's Signature Date

Supervisor's Signature Date

2025 HOLIDAY SCHEDULE

- Monday, January 20, 2025 Martin Luther King, Jr. Day
- Monday, May 26, 2025 Memorial Day
- Thursday, June 19, 2025 Juneteenth
- Friday, July 4, 2025 Independence Day
- Monday, September 1, 2025 Labor Day
- Thursday, November 27, 2025 Thanksgiving Day
- Friday, November 28, 2025 Day after Thanksgiving
- Wednesday, December 24, 2025 Winter Break
- Thursday, December 25, 2025 Winter Break
- Friday, December 26, 2025 Winter Break
- Saturday, December 27, 2025 Winter Break
- Sunday, December 28, 2025 Winter Break
- Monday, December 29, 2025 Winter Break
- Tuesday, December 30, 2025 Winter Break
- Wednesday, December 31, 2025 Winter Break
- Thursday, January 1, 2026 Winter Break

Winter Break is limited to a maximum of seven (7) days of holiday pay.