



# 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)

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Employee's Signature

Date

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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
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

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