

January 2023-December 2023 Paid Leave Accrual

Please indicate in number of *hours*

2023 Personal accrual _____ (hours)

Vacation Carryover 12/31/22 _____ (hours)

2023 Vacation accrual + _____ (hours)

2023 Amount Used - _____ (hours)

12/31/23 Vacation Balance = _____ (hours)

Sick Carryover 12/31/22 _____ (hours)

2023 Sick accrual + _____ (hours)

2023 Amount Used - _____ (hours)

12/31/23 Sick Balance = _____ (hours)

Employee's Signature Date

Supervisor's Signature Date

2023 HOLIDAY SCHEDULE

- Monday, January 16, 2023 Martin Luther King, Jr. Day
- Monday, May 29, 2023 Memorial Day
- Monday, June 19, 2023 Juneteenth
- Tuesday, July 4, 2023 Independence Day
- Monday, September 4, 2023 Labor Day
- Thursday, November 23, 2023 Thanksgiving Day
- Friday, November 24, 2023 Day after Thanksgiving
- Monday, December 25, 2023 Winter Break
- Tuesday December 26, 2023 Winter Break
- Wednesday, December 27, 2023 Winter Break
- Thursday, December 28, 2023 Winter Break
- Friday, December 29, 2023 Winter Break
- Saturday, December 30, 2023 Winter Break
- Sunday, December 31, 2023 Winter Break
- Monday, January 1, 2024 Winter Break
- Tuesday January 2, 2024 Winter Break

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