

January 2020 - December 2020

WC-Worker's Comp*

* Total these in the "O" block at the bottom

Monthly Totals:

[illegible]

January 2020-December 2020 Paid Leave Accrual

Please indicate in number of **hours**

2020 Personal Accrual _____ (**hours**)

Vacation Carryover 12/31/19 _____ (**hours**)

2020 Vacation Accrual + _____ (**hours**)

2020 Amount Used - _____ (**hours**)

12/31/20 Vacation Balance = _____ (**hours**)

Sick Carryover 12/31/19 _____ (**hours**)

2020 Sick Accrual + _____ (**hours**)

2020 Amount Used - _____ (**hours**) This should include all time used during the year

Plus COVID Sick Time Used Capped at 5 weeks to a maximum of 175 hours

3/13/20 – 5/14/20 + _____ (**hours**)

5/15/20 – 8/01/20 + _____ (**hours**) Capped at 2 weeks to a maximum of 70 hours

12/31/20 Sick Balance = _____ (**hours**)

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

2020 HOLIDAY SCHEDULE

Monday, January 20, 2020	Martin Luther King, Jr. Day
Monday, May 25, 2020	Memorial Day
Friday, July 3, 2020	Independence Day
Monday, September 7, 2020	Labor Day
Tuesday, November 3, 2020	Election Day
Thursday, November 26, 2020	Thanksgiving Day
Friday, November 27, 2020	Day after Thanksgiving
Thursday, December 24, 2020	Winter Break
Friday, December 25, 2020	Winter Break
Saturday, December 26, 2020	Winter Break
Sunday, December 27, 2020	Winter Break
Monday, December 28, 2020	Winter Break
Tuesday, December 29, 2020	Winter Break
Wednesday, December 30, 2020	Winter Break
Thursday, December 31, 2020	Winter Break
Friday, January 1, 2021	Winter Break

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