



# 2025 EMPLOYEE LEAVE RECORD

## Chart Example

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>VACATION HOURS</b>	Carried over	76.7	80.7	93.7									
	+ Earned	13	13	13									
	Available	89.7	93.7	106.7									
	- Used	9	0	11									
	Balance	80.7	93.7	95.7									
<b>SICK LEAVE HOURS</b>	Carried over	27	28	32									
	+ Earned	8	8	8									
	Available	35	36	40									
	- Used	7	4	18									
	Balance	28	32	22									
<b>COMPENSATED TIME OFF HOURS</b>	Carried over	0	4	2									
	+ Earned	4	2	6									
	Available	4	6	8									
	- Used	0	4	0									
	Balance	4	2	8									
<b>OTHER LEAVE</b>	Carried over												
	+ Earned												
	Available												
	- Used												
	Balance												

## 2025 HOLIDAYS

- New Year's Day – January 1 (P)**
- Martin Luther King Jr. Day – January 20 (R)**
- Presidents Day – February 17 (R)**
- César Chávez Day–March 31 (R)**
- Memorial Day – May 26 (P)**
- Independence Day–July 4 (P)**
- Labor Day–September 1 (P)**
- Veterans Day – November 11 (R) (observed)**
- Thanksgiving–November 27 (P)**
- Day after Thanksgiving–November 28 (R)**
- Christmas–December 25 (P)**
- Plus one (1) personal holiday per year (after completion of 6 month probation period; credited on the first day of July)**

**Premium Holiday:** 8 hours of holiday credit and one and one-half (1-1/2) the hourly rate for all hours worked.

**Regular Holiday:** 8 hours of holiday credit and regular hourly rate for all hours worked. Two (2) Professional Development Days (PDD). Expires June 30th of each year of the contract.

Upon completion of six (6) months of initial probationary period, employees shall be entitled to one (1) personal holiday per fiscal year.

Information taken from Master Agreement. Effective January 1, 2020 – June 30, 2023

Should read: Information taken from Master Agreement, effective July 1, 2023 - June 30, 2026.



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