

Name

Date_

Record your leave on the chart

In monthly columns, enter for each day leave you use and/or overtime you wo listed below are suggested:

LEAVE USED

- **H** Holiday
- P Personal

J — Jury

- **s** Sick
- **с** сто

OVERTIME WORKED

- **P** Overtime worked for pay
- **T** Overtime worked for CTO

EXAMPLES:

If you use four hours of sick leave, ente

If you take 8 hours of vacation, enter V

VACATION HOURS

SICK LEAVE HOURS

COMPENSATED TIME OFF HOURS

OTHER LEAVE

Balance

If you work 2 hours of overtime for CTC

Summarize your leave balances at the month. Compare to department record correctness. Refer to your contract to holidays and leave rates.

See chart example on rev

			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC
		1												
1 2 3														
PLOYEE 4														
RECORD 6														
		7												
		8												
		9												
		10												
		11												
		12												
or each day the amount of ne you work. The symbols		13												
		14												
		15												
		16												
V — Vacation17J — Jury Duty18														
		18												
м —	Military	19												
		20												
20		_												
or pay														
or CTO		23												
24														
		25												
on enter V-8		26												
ime for CTO, enter 2-T. 27														
ices at the end of the														
	cords to confirm to determine	29												
30														
		31												
e on i	reverse side.	51									CED		NOV	DEC
	Carried	01/07	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Carried over													
	+ Earned Available													
	- Used													
	Balance													
	Carried over													
	+ Earned													
	Available													
	- Used													
	Balance													
	Carried over													
ED	+ Earned													
	Available													
	- Used													
Balar		lance												
	Carried over													
Έ	+ Ea	arned												
	Available													
	-	Used												

2025 EMPLOYEE LEAVE RECORD

Chart Example

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
	Carried over	76.7	80.7	93.7									
VACATION	+ Earned	13	13	13									
	Available	89.7	93.7	106.7									
HOURS	- Used	9	0	Ш									
	Balance	80.7	93.7	95.7									
	Carried over	27	28	32									
SICK LEAVE	+ Earned	8	8	8									
HOURS	Available	35	36	40									
HOURS	- Used	7	4	١۶									
	Balance	28	32	22									
	Carried over	0	4	2									
COMPENSATED	+ Earned	4	2	6									
TIME OFF	Available	4	6	8									
HOURS	- Used	0	4	0									
	Balance	4	2	8									
	Carried over												
OTHER LEAVE	+ 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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