



January 2023-December 2023 Paid Leave Accrual

Please indicate in number of

2023 Personal accrual _____

Vacation Carryover 12/31/22 _____

2023 Vacation accrual + _____

2023 Amount Used - _____

12/31/23 Vacation Balance = _____

Sick Carryover 12/31/22 _____

2023 Sick accrual + _____

2023 Amount Used - _____

12/31/23 Sick Balance = _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

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|------------------------------|-----------------------------|
| 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.