



# 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 = \_\_\_\_\_

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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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.