



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.