



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.