

Your Leave Chart for 2010

LEAVE YEAR BEGINS SUNDAY, JAN. 3, 2010, FOR MOST FEDERAL EMPLOYEES

LEAVE YEAR SUMMARY:

Carried over from 2009 _____

Used 2010 _____

Earned 2010 _____

Balance to carry over to 2011 _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	Old Leave Year																	H													
FEB															H																
MAR																															
APR																															
MAY																															
JUN																															
JUL					H																										
AUG																															
SEP						H																									
OCT											H																				
NOV											H																				
DEC																								H							
JAN	H	New Leave Year Begins January 2, 2011																													

■ = Weekend

H = Holiday

Friday, January 1New Year's Day

Monday, January 18Birthday of Martin Luther King, Jr.

Monday, February 15.....Washington's Birthday

Monday, May 31Memorial Day

Monday, July 5.....Independence Day

Monday, September 6 Labor Day

Monday, October 11 Columbus Day

Thursday, November 11 Veterans Day

Thursday, November 25 Thanksgiving Day

Friday, December 24 Christmas Day

Most government employees can accumulate a maximum of 30 days annual leave to carry into the following year. Overseas employees have a 45-day ceiling. SES employees have a 90-day ceiling. One day is equal to eight work hours. The Leave Year ends at the start of the first complete pay period of the new calendar year. The 2009 Leave Year ends Jan. 2, 2010, for most employees, and the 2010 Leave Year ends Jan. 1, 2011. Most federal employees with fewer than three years service earn 13 days annual leave every year (four hours biweekly). Those with between three and 15 years service earn 20 days (6 hours biweekly), and those with 15 or more years, as well as all SES and SL/ST employees and equivalents, earn 26 days (8 hours biweekly). Some employees may receive credit for years of work experience outside the federal civil service.