



**The Holidays for 2012 are:**

<b>2012 Paid Holiday</b>	<b>Date Earned</b>	<b>Date to be Taken</b>
New Year's Day	Sunday – January 1, 2012	Monday - January 2, 2012
Martin Luther King, Jr. Day	Monday - January 16, 2012	Monday - January 16, 2012
Presidents' Day	Monday - February 20, 2012	Friday - March 23, 2012 (Spring Break)
Holiday	Thursday – March 22, 2012	Thursday – March 22, 2012 (Spring Break)
Memorial Day	Monday - May 28, 2012	Monday - May 28, 2012
Independence Day	Wednesday - July 4, 2012	Wednesday - July 4, 2012
Labor Day	Monday - September 3, 2012	Monday - September 3, 2012
Columbus Day	Monday - October 8, 2012	Wednesday – November 21, 2012 (Day before Thanksgiving)
Election Day	Tuesday – November 6, 2012	Monday – December 24, 2012
Veterans Day	Tuesday - November 12, 2012	Wednesday - December 26, 2012
Thanksgiving Day	Thursday - November 22, 2012	Thursday - November 22, 2012
Day after Thanksgiving	Friday - November 23, 2012	Friday - November 23, 2012
Christmas Day	Tuesday - December 25, 2012	Tuesday - December 25, 2012
Holiday	Thursday - December 27, 2012	Thursday - December 27, 2012
Holiday	Friday - December 28, 2012	Friday - December 28, 2012
Holiday	Monday - December 31, 2012	Monday - December 31, 2012
<b>2013 Holiday</b>		
New Year's Day	Tuesday – January 1, 2013	Tuesday – January 1, 2013

Holiday Leave:

Normally, eligible PIN and Contingent II employees earn 14 (15 in an election year) paid holidays per calendar year. All unused Holiday Leave hours must be taken by the end of the first pay period ending in **January of the following year for PIN employees**. This date does not apply to eligible **Contingent II** employees -- they may not carry a Holiday Leave balance into a next **contract** year.

Annual Leave:

Eligible PIN employees may carry over a maximum of 50 days or 400 hours into the new calendar year. Any unused annual leave hours over 400 will be forfeited. The leave accrual process for the first pay period ending in January of the following calendar year will reduce the balance to 400 hours. This date does not apply to eligible Contingent II employees; they will forfeit hours in excess of 400 at the end of their **contract** year.

Personal Leave:

Eligible PIN employees may not carry a personal leave balance into the new calendar year; any remaining balance will be forfeited if not taken **by the end of pay period ending in January of the following year**. The leave accrual process for pay period ending in January of the following year will remove any unused balance and insert the appropriate personal leave hours for the next calendar year. Contingent II employees may not carry a personal leave balance into a new **contract** year; therefore, their personal leave balance will be carried forward until their current contract expires.