



The Holidays for 2015 are:

2015 Paid Holiday	Date Earned	Date Observed
New Year's Day	Thursday – January 1, 2015	Thursday - January 1, 2015
Martin Luther King, Jr. Day	Monday - January 19, 2015	Monday - January 19, 2015
Presidents' Day	Monday - February 16, 2015	*Wednesday – November 25, 2015 (Day before Thanksgiving)
Memorial Day	Monday - May 25, 2015	Monday - May 25, 2015
Independence Day	Friday - July 3, 2015	Friday - July 3, 2015
Labor Day	Monday - September 7, 2015	Monday - September 7, 2015
Columbus Day	Monday - October 12, 2015	*Thursday – December 24, 2015
Veterans Day	Wednesday - November 11, 2015	*Monday - December 28, 2015
Thanksgiving Day	Thursday - November 26, 2015	Thursday - November 26, 2015
Day after Thanksgiving	Friday - November 27, 2015	Friday - November 27, 2015
Christmas Day	Friday- December 25, 2015	Friday - December 25, 2015
Holiday	Tuesday - December 29, 2015	Tuesday - December 29, 2015
Holiday	Wednesday - December 30, 2015	Wednesday - December 30, 2015
Holiday	Thursday - December 31, 2015	Thursday- December 31, 2015
2016 Holiday		
New Year's Day	Friday – January 1, 2016	Friday – January 1, 2016

* Holiday is designated to be taken at a later date than the date earned

Holiday Leave:

Normally, eligible **PIN** and **Contingent II** employees earn 14 (15 in an election year) paid holidays per calendar year. Eligible **PIN** employees accrue leave on a **calendar-year** basis; Eligible **Contingent II** employees accrue leave on a **fiscal-year** basis.

For **PIN** employees: All unused holiday leave hours must be taken by the end of the first pay period in **January of the following calendar year**.

For **Contingent II** employees: *All unused holiday leave hours must be taken by the end of the first pay period in **July of the following fiscal 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.

Eligible **Contingent II** employees may carry over a maximum of 50 days or 400 hours into the new fiscal year. Any unused annual leave hours over 400 will be forfeited. The leave accrual process for the first pay period ending in **July of the following fiscal year** will reduce the balance to 400 hours.

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 first pay period ending in January of the following calendar year**. The leave accrual process for the first 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.

Eligible **Contingent II** employees may not carry a personal leave balance into the new fiscal year; any remaining balance will be forfeited if not taken **by the end of the first pay period ending in July of the following fiscal year**. The leave accrual process for the first pay period ending in July of the following year will remove any unused balance and insert the appropriate personal leave hours for the next fiscal year.