The Holidays for 2016 are:

<table>
<thead>
<tr>
<th>2016 Paid Holiday</th>
<th>Date Earned</th>
<th>Date Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Friday – January 1, 2016</td>
<td>Friday- January 1, 2016</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday - February 15, 2016</td>
<td><em>Wednesday – November 23, 2016 (Day before Thanksgiving)</em></td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Friday - November 11, 2016</td>
<td>*Tuesday - December 27, 2016</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday - November 24, 2016</td>
<td>Thursday - November 24, 2016</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday - November 25, 2016</td>
<td>Friday - November 25, 2016</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Sunday- December 25, 2016</td>
<td>Monday - December 26, 2016</td>
</tr>
<tr>
<td>Holiday</td>
<td>Wednesday - December 28, 2016</td>
<td>Wednesday - December 28, 2016</td>
</tr>
<tr>
<td>Holiday</td>
<td>Thursday - December 29, 2016</td>
<td>Thursday - December 29, 2016</td>
</tr>
<tr>
<td>Holiday</td>
<td>Friday - December 30, 2016</td>
<td>Friday - December 30, 2016</td>
</tr>
<tr>
<td>2017 Holiday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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 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.