



The Holidays for 2019 are:

2018 Paid Holiday	Date Earned	Date Observed
Holiday	Monday, December 24, 2018	*Monday, December 23, 2019
2019 Paid Holiday		
New Year's Day	Tuesday, January 01, 2019	Tuesday, January 01, 2019
Martin Luther King, Jr. Day	Monday, January 21, 2019	Monday, January 21, 2019
Presidents' Day	Monday, February 18, 2019	*Tuesday, December 24, 2019
Memorial Day	Monday, May 27, 2019	Monday, May 27, 2019
Independence Day	Thursday, July 04, 2019	Thursday, July 04, 2019
Holiday	Friday, July 05, 2019	Friday, July 05, 2019
Labor Day	Monday, September 02, 2019	Monday, September 02, 2019
Columbus Day	Monday, October 14, 2019	*Wednesday, November 27, 2019
Veterans Day (observed)	Monday, November 11, 2019	*Thursday, December 26, 2019
Thanksgiving Day	Thursday, November 28, 2019	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019	Friday, November 29, 2019
Christmas Day	Wednesday, December 25, 2019	Wednesday, December 25, 2019
Holiday	Friday, December 27, 2019	Friday, December 27, 2019
Holiday	Monday, December 30, 2019	Monday, December 30, 2019
Holiday	Tuesday, December 31, 2019	Tuesday, December 31, 2019
2020 Holiday		
New Year's Day	Wednesday, January 01, 2020	Wednesday, January 01, 2020

* Holiday is designated to be taken at a later date than the date earned. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.

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.