



The Holidays for 2020 are:

| 2019 Paid Holiday | Date Earned | Date Observed |
|---------------------------------|------------------------------|-------------------------------------|
| Holiday (Governor Hogan issued) | Tuesday, December 24, 2019 | Friday, March 20, 2020 |
| 2020 Paid Holiday | Date Earned | Date Observed |
| New Year's Day | Wednesday, January 01, 2020 | Wednesday, January 01, 2020 |
| Martin Luther King, Jr. Day | Monday, January 20, 2020 | Monday, January 20, 2020 |
| Presidents' Day* | Monday, February 17, 2020 | Wednesday, November 25, 2020 |
| Memorial Day | Monday, May 25, 2020 | Monday, May 25, 2020 |
| Independence Day | Saturday, July 04, 2020 | Friday, July 03, 2020 |
| Labor Day | Monday, September 07, 2020 | Tuesday, December 22, 2020 |
| Columbus Day* | Monday, October 12, 2020 | Wednesday, December 23, 2020 |
| Election Day* | Tuesday, November 03, 2020 | Thursday, December 24, 2020 |
| Veterans Day (observed)* | Wednesday, November 11, 2020 | Monday, December 28, 2020 |
| Thanksgiving Day | Thursday, November 26, 2020 | Thursday, November 26, 2020 |
| Day after Thanksgiving | Friday, November 27, 2020 | Friday, November 27, 2020 |
| Christmas Day | Friday, December 25, 2020 | Friday, December 25, 2020 |
| Holiday | Tuesday, December 29, 2020 | Tuesday, December 29, 2020 |
| Holiday | Wednesday, December 30, 2020 | Wednesday, December 30, 2020 |
| Holiday | Thursday, December 31, 2020 | Thursday, December 31, 2020 |
| 2021 Holiday | Date Earned | Date Observed |
| New Year's Day | Friday, January 01, 2021 | Friday, January 01, 2021 |

* 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 **January 26, 2021**. The date has been extended due to COVID-19.

For **Contingent II** employees: *All unused holiday leave hours must be taken **July 15, 2020**. The date has been extended due to COVID-19.

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 pay period ending **January 26, 2021** will reduce the balance to 400 hours. The process to reduce the hours has been extended due to COVID-19.

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 **July 15, 2020** 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 January 26, 2021**. The leave accrual process for 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 July 15, 2020**. The leave accrual process for the following year will remove any unused balance and insert the appropriate personal leave hours for the next fiscal year.