



The Holidays for 2016 are:

2016 Paid Holiday	Date Earned	Date Observed
New Year's Day	Friday – January 1, 2016	Friday- January 1, 2016
Martin Luther King, Jr. Day	Monday - January 18, 2016	Monday - January 18, 2016
Presidents' Day	Monday - February 15, 2016	*Wednesday – November 23, 2016 (Day before Thanksgiving)
Memorial Day	Monday - May 30, 2016	Monday - May 30, 2016
Independence Day	Monday - July 4, 2016	Monday - July 4, 2016
Labor Day	Monday - September 5, 2016	Monday - September 5, 2016
Columbus Day	Monday - October 10, 2016	*Thursday – December 22, 2016
Election Day	Tuesday - November 8, 2016	*Friday – December 23, 2016
Veterans Day	Friday - November 11, 2016	*Tuesday - December 27, 2016
Thanksgiving Day	Thursday - November 24, 2016	Thursday - November 24, 2016
Day after Thanksgiving	Friday - November 25, 2016	Friday - November 25, 2016
Christmas Day	Sunday- December 25, 2016	Monday - December 26, 2016
Holiday	Wednesday - December 28, 2016	Wednesday - December 28, 2016
Holiday	Thursday - December 29, 2016	Thursday - December 29, 2016
Holiday	Friday - December 30, 2016	Friday - December 30, 2016
2017 Holiday		
New Year's Day	Sunday – January 1, 2017	Monday – January 2, 2017

* 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.