



**The Holidays for 2017 are:**

<b>2017 Paid Holiday</b>	<b>Date Earned</b>	<b>Date Observed</b>
New Year's Day	Monday – January 2, 2017	Monday- January 2, 2017
Martin Luther King, Jr. Day	Monday - January 16, 2017	Monday - January 16, 2017
Presidents' Day	Monday - February 20, 2017	<b>Monday – July 3, 2017</b> (Day before Independence Day)
Memorial Day	Monday - May 29, 2017	Monday - May 29, 2017
Independence Day	Tuesday - July 4, 2017	Tuesday - July 4, 2017
Labor Day	Monday - September 4, 2017	Monday - September 4, 2017
Columbus Day	Monday - October 9, 2017	<b>*Wednesday – November 22, 2017</b>
Veterans Day	Friday - November 10, 2017	<b>*Tuesday - December 26, 2017</b>
Thanksgiving Day	Thursday - November 23, 2017	Thursday - November 23, 2017
Day after Thanksgiving	Friday - November 24, 2017	Friday - November 24, 2017
Christmas Day	Monday- December 25, 2017	Monday - December 25, 2017
Holiday	Wednesday - December 27, 2017	Wednesday - December 27, 2017
Holiday	Thursday - December 28, 2017	Thursday - December 28, 2017
Holiday	Friday - December 29, 2017	Friday - December 29, 2017
<b>2018 Holiday</b>		
New Year's Day	Monday – January 1, 2018	Monday – January 1, 2018

\* 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.