



The Holidays for 2018 are:

2018 Paid Holiday	Date Earned	Date Observed
New Year's Day	Monday – January 1, 2018	Monday- January 1, 2018
Martin Luther King, Jr. Day	Monday - January 15, 2018	Monday - January 15, 2018
Presidents' Day	Monday - February 19, 2018	*Thursday – July 5, 2018 (Day after Independence Day)
Memorial Day	Monday - May 28, 2018	Monday - May 28, 2018
Independence Day	Wednesday - July 4, 2018	Wednesday - July 4, 2018
Labor Day	Monday - September 3, 2018	Monday - September 3, 2018
Columbus Day	Monday - October 8, 2018	*Wednesday – November 21, 2018
Election Day	Tuesday – November 6, 2018	*Monday – December 24, 2018
Veterans Day (observed)	Monday - November 12, 2018	*Wednesday - December 26, 2018
Thanksgiving Day	Thursday - November 22, 2018	Thursday - November 22, 2018
Day after Thanksgiving	Friday - November 23, 2018	Friday - November 23, 2018
Christmas Day	Tuesday- December 25, 2018	Tuesday - December 25, 2018
Holiday	Thursday - December 27, 2018	Thursday - December 27, 2018
Holiday	Friday - December 28, 2018	Friday - December 28, 2018
Holiday	Monday - December 31, 2018	Monday - December 31, 2018
2019 Holiday		
New Year's Day	Tuesday – January 1, 2019	Tuesday – January 1, 2019

* 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.