

**COUNTY OF HIDALGO
SUMMARY OF VACATION, SICK LEAVE, AND HOLIDAY**

EMPLOYEE NO: 141275

A. ENDING PAY PERIOD	ANNUAL LEAVE			SICK LEAVE			HOLIDAY LEAVE			COMPENSATORY LEAVE		
	B. BALANCE FORWARD: 202			F. BALANCE FORWARD: 152			J. BALANCE FORWARD: 191			N. BALANCE FORWARD: 400.75		
	C. EARNED	D. USED	E. BAL	G. EARNED	H. USED	I. BAL	K. EARNED	L. USED	M. BAL	O. EARNED	P. USED	Q. BAL
01/10/16			202			152			191			400.75
01/24/16			202			152			191			400.75
JAN.	10		212	8		160			191			400.75
02/07/16			212			160			191			400.75
02/21/16			212			160			191			400.75
FEB.	10		222	8		168			191			400.75
03/06/16			222			168			191			400.75
03/20/16		16	206			168			191			400.75
MAR.	10		216	8		176			191			400.75
04/03/16			216			176			191			400.75
04/17/16			216			176			191			400.75
APR.	10		226	8		184			191			400.75
05/01/16			226			184			191			400.75
05/15/16			226		16	168			191			400.75
05/29/16			226			168			191			400.75
MAY	10		236	8		176			191			400.75
06/12/16			236			176			191			400.75
06/26/16		40	196			176			191			400.75
JUNE	10		206	8		184			191			400.75
07/10/16			206		8	176			191			400.75
07/24/16			206			176			191			400.75
JULY	10		216	8		184			191			400.75
08/07/16			216			184			191			400.75
08/21/16			216			184			191			400.75
AUG.	10		226	8		192			191			400.75
09/04/16			226		8	184			191			400.75
09/18/16			226		16	168			191			400.75
SEPT.	10		236	8		176			191			400.75
10/02/16			236		8	168			191			400.75
10/16/16			236		8	160			191			400.75
10/30/16			246			168			191			400.75
OCT.	10		246	8		168			191			400.75
11/13/16		8	238			168			191			400.75
11/27/16		8	230		8	160			191			400.75
NOV.	10		240	8		168			191			400.75
12/11/16			240			168			191			400.75
12/25/16			240			168			191			400.75
12/31/16			240			168			191			400.75
DEC.			240			168			191			400.75

REMINER: VACATION AND SICK LEAVE HOURS ARE EARNED AT THE END OF THE MONTH. AT CALENDAR YEAR END, VACATION LEAVE EXCEEDING THE MAXIMUM BASED ON TENURE, WILL BE LOST (PLEASE SEE BELOW).

ANNUAL LEAVE ACCRUAL			
TYPE OF EMPLOYEE	YEARS EMPLOYED	HOURS ACCRUED	MAXIMUM CARRY-OVER
FULL-TIME	0 - 5	8	160
FULL-TIME	5 - 10	9	160
FULL-TIME	10 +	10	240
FULL-TIME	15 +	10	320
PART-TIME	N/A	BASED ON HOURS WORKED x .04615	160,240,320
TEMPORARY	N/A	N/A	N/A

SICK LEAVE IS NOT TO EXCEED 360 HOURS REGARDLESS OF THE TENURE.

SICK LEAVE ACCRUAL			
TYPE OF EMPLOYEE	YEARS EMPLOYED	HOURS ACCRUED	MAXIMUM CARRY-OVER
FULL-TIME	N/A	8	360
PART-TIME	N/A	4	360

COMPENSATORY LEAVE
THE MAXIMUM AMOUNT OF COMPENSATORY LEAVE AN EMPLOYEE MAY ACCRUE IS 240 HOURS IF THE EMPLOYEE HAS A SEVEN (7) DAY WORK PERIOD (NON-LAW ENFORCEMENT) AND 480 HOURS IF EMPLOYEE HAS A FOURTEEN (14) DAY WORK PERIOD (LAW ENFORCEMENT) AS STATED IN RULE 7.52 OF TH

**COUNTY OF HIDALGO
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EMPLOYEE NO: 031356

A. ENDING PAY PERIOD	ANNUAL LEAVE			SICK LEAVE			HOLIDAY LEAVE			COMPENSATORY LEAVE		
	B. BALANCE FORWARD:	224		F. BALANCE FORWARD:	360		J. BALANCE FORWARD:	8		N. BALANCE FORWARD:		11
	C. EARNED	D. USED	E. BAL	G. EARNED	H. USED	I. BAL	K. EARNED	L. USED	M. BAL	O. EARNED	P. USED	Q. BAL
01/10/16			224			360			8			11
01/24/16			224			360	8		16			11
JAN.	10		234	8		368			16			11
02/07/16			234			368			16			11
02/21/16			234			368	8		24			11
FEB.	10		244	8		376			24			11
03/06/16			244			376			24			11
03/20/16		8	236			376		24	0		8	3
MAR.	10		246	8		384			0			3
04/03/16			246			384			0	8		11
04/17/16			246			384			0			11
APR.	10		256	8		392			0			11
05/01/16			256			392			0			11
05/15/16			256			392			0			11
05/29/16			256			392			0			11
MAY	10		266	8		400			0			11
06/12/16			266			400			0	6		17
06/26/16			266			400			0			17
JUNE	10		276	8		408			0			17
07/10/16			276		24	384			0	7		24
07/24/16		40	236			384			0	8		32
JULY	10		246	8		392			0			32
08/07/16			246			392			0			32
08/21/16			246			392			0			32
AUG.	10		256	8		400			0			32
09/04/16			256			400			0			32
09/18/16			256			400			0	8		40
SEPT.			256			400			0			40
10/02/16			256			400			0			40
10/16/16			256			400			0			40
10/30/16			256			400			0			40
OCT.			256			400			0			40
11/13/16			256			400			0			40
11/27/16			256			400			0			40
NOV.			256			400			0			40
12/11/16			256			400			0			40
12/25/16			256			400			0			40
12/31/16			256			400			0			40
DEC.			256			400			0			40

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ANNUAL LEAVE ACCRUAL			
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FULL-TIME	0 - 5	8	160
FULL-TIME	5 - 10	9	180
FULL-TIME	10 +	10	240
FULL-TIME	15 +	10	320
PART-TIME	N/A	BASED ON HOURS WORKED x .04615	160,240,320
TEMPORARY	N/A	N/A	N/A

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SICK LEAVE ACCRUAL			
TYPE OF EMPLOYEE	YEARS EMPLOYED	HOURS ACCRUED	MAXIMUM CARRY-OVER
FULL-TIME	N/A	8	360
PART-TIME	N/A	4	360

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THE MAXIMUM AMOUNT OF COMPENSATORY LEAVE AN EMPLOYEE MAY ACCRUE IS 240 HOURS IF THE EMPLOYEE HAS A SEVEN (7) DAY WORK PERIOD (NON-LAW ENFORCEMENT) AND 480 HOURS IF EMPLOYEE HAS A FOURTEEN (14) DAY WORK PERIOD (LAW ENFORCEMENT) AS STATED IN RULE 7.52 OF TH