

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

NAME: \_\_\_\_\_  
 EMPLOYEE NO: 093416  
 EMPLOYMENT DATE: \_\_\_\_\_

FOR YEAR ENDING: \_\_\_\_\_  
 SOCIAL SECURITY#: \_\_\_\_\_  
 LOCATION: 280

A. ENDING PAY PERIOD	ANNUAL LEAVE			SICK LEAVE			HOLIDAY LEAVE			COMPENSATORY LEAVE		
	B. BALANCE FORWARD: 161			F. BALANCE FORWARD: 264			J. BALANCE FORWARD: 277			N. BALANCE FORWARD: 47		
	C. EARNED	D. USED	E. BAL	G. EARNED	H. USED	I. BAL	K. EARNED	L. USED	M. BAL	O. EARNED	P. USED	Q. BAL
01/08/18			161			264			277			47
01/22/18			161			264	10		287	6		53
JAN.	10		171	8		272			287			53
02/05/18			171			272			287			53
02/19/18			171			272			287	4.5		57.5
FEB.	10		181	8		280			287			57.5
03/05/18		30	151			280			287			57.5
03/19/18			151			280			287	7.5		65
MAR.	10		161	8		288			287			65
04/02/18			161			288	10		297			65
04/16/18			161			288			297			65
04/30/18			161		20	276			297			65
APR.	10		171	8		296			297			65
05/14/18			171		25	251			297	6		71
05/28/18			171		80	171			297			71
MAY	10		181	8		179			297			71
06/11/18			181		40	139			297		4	67
06/25/18			181			139			297			67
JUNE	10		191	8		147			297			67
07/09/18		10	181			147			297			67
07/23/18			181			147			297			67
JULY	10		191	8		155			297			67
08/06/18		80	111			155			297			67
08/20/18			111			155			297			67
AUG.	10		121	8		163			297			67
09/03/18			121		10	153			297			67
09/17/18			121			153			297	3.5		70.5
SEPT.	10		131	8		161			297			70.5
10/01/18			131		30	131			297			70.5
10/15/18			131			131			297			70.5
10/29/18			131			131			297			70.5
OCT.			131			131			297			70.5
11/12/18			131			131			297			70.5
11/26/18			131			131			297			70.5
NOV.			131			131			297			70.5
12/10/18			131			131			297			70.5
12/24/18			131			131			297			70.5
12/31/17			131			131			297			70.5
DEC.			131			131			297			70.5

**REMINDER:** 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