

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

NAME: _____
 EMPLOYEE NO: 219037
 EMPLOYMENT DATE: _____

FOR YEAR ENDING: DECEMBER 2019
 SOCIAL SECURITY#: _____
 LOCATION: _____

A. ENDING PAY PERIOD	ANNUAL LEAVE			SICK LEAVE			HOLIDAY LEAVE			COMPENSATORY LEAVE						
	B. BALANCE FORWARD:	C. EARNED	D. USED	E. BAL	F. BALANCE FORWARD:	G. EARNED	H. USED	I. BAL	J. BALANCE FORWARD:	K. EARNED	L. USED	M. BAL	N. BALANCE FORWARD:	O. EARNED	P. USED	Q. BAL
1/5/2019				160				67.5				62				71.14
1/20/2019				160			24	43.5			8	54		3		74.14
JAN.	8			168	8			51.5				54				74.14
2/3/2019				168				51.5				54		19.26	8	85.4
2/17/2019				168			3	48.5				54		1.25	16	70.65
FEB.	8			176	8			56.5				54				70.65
3/3/2019				176				56.5			8	46		1.75		72.4
3/17/2019				176			16	40.5				46		2.25		74.65
3/31/2019				184			1	47.5			8	38		8.75	1	82.4
MAR.	8			184	8			48.5				46				74.65
4/14/2019				184			8	39.5				38		8.38		90.78
4/28/2019			8	176				47.5	8			46		1.25	8	84.03
APRIL	8			184	8			47.5				38				90.78
5/12/2019				184			8	39.5			16	30		7		91.03
5/26/2019				184				39.5				30		0.75	5.25	86.53
MAY	8			192	8			47.5				30				91.03
6/9/2019			0.5	191.5			47.5	0				30			24	62.53
6/23/2019				191.5				0				30		2	2	62.53
JUNE	8			199.5	8			8				30				62.53
7/7/2019			8	191.5				8	8			38		2		64.53
7/21/2019			16	175.5				8				38		11.75	8	68.28
JULY	8			183.5	8			16				38				68.28
8/4/2019				183.5			8	8				38				68.28
8/18/2019			16	167.5			8	0				38			6	62.28
AUG.	8			175.5	8			8				38				62.28
9/1/2019				175.5				8			2	36		62		0.28
9/15/2019				175.5				8				36				0.28
SEPT.				175.5				8				36				0.28
9/29/2019				175.5				8				36				0.28
10/13/2019				175.5				8				36				0.28
10/27/2019				175.5				8				36				0.28
OCT.				175.5				8				36				0.28
11/10/2019				175.5				8				36				0.28
11/24/2019				175.5				8				36				0.28
NOV.				175.5				8				36				0.28
12/8/2019				175.5				8				36				0.28
12/22/2019				175.5				8				36				0.28
12/31/2016				175.5				8				36				0.28
DEC.				175.5				8				36				0.28

REMEMBER: 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	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

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 180 HOURS IF EMPLOYEE HAS A FOURTEEN (14) DAY WORK PERIOD (LAW ENFORCEMENT) AS STATED IN RULE 7.52 OF THE