

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

NAME: _____
 EMPLOYEE NO: 148431
 EMPLOYMENT DATE: _____

FOR YEAR ENDING: DECEMBER 2020
 SOCIAL SECURITY#: _____
 LOCATION: 280

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
	240				360				216				170.75			
01/05/20				240				360				216				170.75
01/19/20				240				360				216				170.75
JAN	10			250	8			368				216				170.75
02/02/20				250				368	8			224				170.75
02/16/20				250				368				224				170.75
FEB.	10			260	8			376				224				170.75
03/01/20				260				376	8			232				170.75
03/15/20				260				376				232				170.75
03/29/20				270				384				232				170.75
MAR.	10			270	8			384				232				170.75
04/12/20				270				384	8			240				170.75
04/26/20				280				392				240				170.75
APR.	10			280	8			392				240				170.75
05/10/20				280				392				240				170.75
05/24/20				290				400				240				170.75
MAY	10			290	8			400				240				170.75
06/07/20				290				400	8			248				170.75
06/21/20				290				400				248				170.75
JUNE	10			300	8			408				248				170.75
07/05/20				300				408	8			256				170.75
07/19/20				300				408				256				170.75
JULY				300				408				256				170.75
08/02/20				300				408				256				170.75
08/16/20				300				408				256				170.75
08/30/20				300				408				256				170.75
AUG.				300				408				256				170.75
09/13/20				300				408				256				170.75
09/27/20				300				408				258				170.75
SEPT.				300				408				256				170.75
10/11/20				300				408				256				170.75
10/25/20				300				408				256				170.75
OCT.				300				408				256				170.75
11/08/20				300				408				256				170.75
11/22/20				300				408				256				170.75
NOV.				300				408				256				170.75
12/05/20				300				408				256				170.75
12/20/20				300				408				256				170.75
12/31/20				300				408				256				170.75
DEC.				300				408				256				170.75

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	160
FULL-TIME	10 +	10	240
FULL-TIME	15 +	10	320
PART-TIME	N/A	BASED ON HOURS WORKED x .04815	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 THE