

Your Leave Chart for 2012

LEAVE YEAR BEGINS TUESDAY, JAN. 3, 2012, FOR MOST FEDERAL EMPLOYEES

LEAVE YEAR SUMMARY:

Carried over from 2011 _____

Used 2012 _____

Earned 2012 _____

Balance to carry over to 2013 _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN		H														H															
FEB																				H											
MAR																															
APR																															
MAY																															
JUN																															
JUL				H																											
AUG																															
SEP			H																												
OCT								H																							
NOV												H										H									
DEC																										H					
JAN	H																														

■ = Weekend

H = Holiday

New Leave Year Begins January 13, 2013

Monday, January 2New Year's Day

Monday, January 16Birthday of Martin Luther King, Jr.

Monday, February 20.....Washington's Birthday

Monday, May 28Memorial Day

Wednesday, July 4 Independence Day

Monday, September 3 Labor Day

Monday, October 8 Columbus Day

Monday, November 12 Veterans Day

Thursday, November 22 Thanksgiving Day

Tuesday, December 25..... Christmas Day

Most government employees can accumulate a maximum of 30 days annual leave to carry into the following year. Overseas employees have a 45-day ceiling. SES employees have a 90-day ceiling. One day is equal to eight work hours. The Leave Year ends at the start of the first complete pay period of the new calendar year. The 2011 Leave Year ends Dec. 31, 2011, for most employees, and the 2012 Leave Year ends Jan. 12, 2013. Most federal employees with fewer than three years service earn 13 days annual leave every year (four hours biweekly). Those with between three and 15 years service earn 20 days (6 hours biweekly), and those with 15 or more years, as well as all SES and SL/ST employees and equivalents, earn 26 days (8 hours biweekly). Some employees may receive credit for years of work experience outside the federal civil service.