

## **PUBLIC SAFETY HOLIDAY SCHEDULE FOR 2010**

State employees will earn 15 paid holidays this calendar year. There is an additional holiday in 2010 due to the state-wide election. Listed below, are the dates that St. Mary's College Public Safety employees will earn and use in 2010.

### **HOLIDAY EARNED**

Two days earned January 1  
One day earned February 1  
One day earned March 1  
One day earned April 1  
One day earned May 1  
One day earned June 1  
Two days earned July 1  
One day earned August 1  
One day earned September 1  
One day earned October 1  
One day earned November 1  
Two days earned December 1

### **HOLIDAY USED**

Two days used in January  
One day used in February  
One day used in March  
One day used in April  
One day used in May  
One day used in June  
Two days used in July  
One day used in August  
One day used in September  
One day used in October  
One day used in November  
Two days used in December

**IMPORTANT REMINDER: Unused holiday leave cannot be carried over from one fiscal year to the next. (Fiscal year: July 1 – June 30)**

Note: The maximum annual leave allowed to be carried over is 160 hours from one *fiscal year* to the next.