

PUBLIC SAFETY HOLIDAY SCHEDULE FOR 2011

State employees will earn 14 paid holidays this calendar year. Listed below, are the dates that St. Mary's College Public Safety employees will earn and use in 2011.

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
One day 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
One day 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 for non-bargaining employees is 160 hours from one *fiscal year* to the next.