

**ATA Guide To Time Off
FY 2016/2017**

Date Available	Professional/Administrative Leave Days	Floating Holidays	Paid Holidays
1-Jul-2016	Cashable: <input type="checkbox"/> ^(See Note) Non-cashable: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Non-cashable: <input type="checkbox"/>	
4-Jul-2016			Independence Day: <input type="checkbox"/>
5-Sep-2016			Labor Day: <input type="checkbox"/>
1-Oct-2016	Cashable: <input type="checkbox"/>		
24-Nov-2016			Thanksgiving: <input type="checkbox"/>
25-Nov-2016		Non-cashable: <input type="checkbox"/> OR	Day after Thanksgiving: <input type="checkbox"/> <i>(Depends on your work schedule. Non-Payday Friday)</i>
24-Dec-2016		Non-cashable: <input type="checkbox"/> (4 hours) OR	1/2 day before Christmas: <input type="checkbox"/> <i>(Depends on your work schedule.)</i>
26-Dec-2016			Christmas: <input type="checkbox"/>
31-Dec-2016		Non-cashable: <input type="checkbox"/> (4 hours) OR	1/2 day before New Year: <input type="checkbox"/> <i>(Depends on your work schedule.)</i>
2-Jan-2017	Cashable: <input type="checkbox"/> Non-cashable: <input type="checkbox"/> <input type="checkbox"/>	Cashable: <input type="checkbox"/>	New Year's Day: <input type="checkbox"/>
16-Jan-2017			Martin Luther King Day: <input type="checkbox"/>
20-Feb-2017			Washington's Birthday: <input type="checkbox"/>
1-Apr-2017	Cashable: <input type="checkbox"/> <input type="checkbox"/>		
29-May-2017			Memorial Day: <input type="checkbox"/>

Notes:

Those that have 15 or more years of service get an extra cashable leave day on July 1st:

3 non-cashable Professional/Administrative leave days can roll over from year to year.

Vacation days can roll over from year to year and are accrued based on the number of years you have been working:

Up to 5 years of service: 12 days, 1 every completed month

5 to 10 years of service: 15 days, 1.25 every completed month

10 to 15 years of service: 18 days, 1.5 every completed month

Over 15 years of service: 21 days, 1.75 every completed month

Note: You may roll over up to three (3) times your annual accrual rate.

An additional 80 hours may be stored in a personal leave bank.

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

January 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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				

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			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				

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					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

Jul 4 - Independence Day Observed
Sep 5 - Labor Day
Oct 10 - Columbus Day

Nov 11 - Veterans Day
Nov 24 - Thanksgiving Day
Dec 26 - Christmas Day

Jan 2 - New Year's Day
Jan 16 - Martin Luther King Day
Feb 20 - Washington's Birthday

May 29 - Memorial Day