

**ATA Guide To Time Off  
FY 2017/2018**

Date Available	Professional/Administrative Leave Days	Floating Holidays	Paid Holidays
1-Jul-2017	Cashable: <input type="checkbox"/> <sup>(See Note)</sup> Non-cashable: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Non-cashable: <input type="checkbox"/>	
4-Jul-2017			Independence Day: <input type="checkbox"/>
3-Sep-2017			Labor Day: <input type="checkbox"/>
1-Oct-2017	Cashable: <input type="checkbox"/>		
23-Nov-2017			Thanksgiving: <input type="checkbox"/>
24-Nov-2017		Non-cashable: <input type="checkbox"/> <b>OR</b>	Day after Thanksgiving: <input type="checkbox"/> <i>(Depends on your work schedule. Non-Payday Friday)</i>
24-Dec-2017		Non-cashable: <input type="checkbox"/> (4 hours) <b>OR</b>	1/2 day before Christmas: <input type="checkbox"/> <i>(Depends on your work schedule.)</i>
25-Dec-2017			Christmas: <input type="checkbox"/>
31-Dec-2017		Non-cashable: <input type="checkbox"/> (4 hours) <b>OR</b>	1/2 day before New Year: <input type="checkbox"/> <i>(Depends on your work schedule.)</i>
1-Jan-2018	Cashable: <input type="checkbox"/> Non-cashable: <input type="checkbox"/> <input type="checkbox"/>	Cashable: <input type="checkbox"/>	New Year's Day: <input type="checkbox"/>
15-Jan-2018			Martin Luther King Day: <input type="checkbox"/>
19-Feb-2018			Washington's Birthday: <input type="checkbox"/>
1-Apr-2018	Cashable: <input type="checkbox"/> <input type="checkbox"/>		
28-May-2018			Memorial Day: <input type="checkbox"/>

**Notes:**

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

Members listed in Exhibit C earn 20 hours of non-cashable leave on July 1st:  (Generally 2.5 days for an employee on a 9/80 work schedule.)

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 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					

August 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					

September 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					

October 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				

November 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					

December 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					

January 2018						
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 2018						
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					

March 2018						
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 2018						
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 2018						
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 2018						
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					

Jul 4 - Independence Day Observed  
Sep 3 - Labor Day  
Oct 10 - Columbus Day

Nov 11 - Veterans Day  
Nov 23 - Thanksgiving Day  
Dec 25 - Christmas Day

Jan 2 - New Year's Day  
Jan 15 - Martin Luther King Day  
Feb 19 - Washington's Birthday

March 31 - Cesar Chavez Day  
May 28 - Memorial Day