

**ATA Guide To Time Off
FY 2018/2019**

Date Available	Professional/Administrative Leave Days	Floating Holidays	Paid Holidays
1-Jul-2018	Cashable: <input type="checkbox"/> ^(See Note) Non-cashable: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Non-cashable: <input type="checkbox"/>	
4-Jul-2018			Independence Day: <input type="checkbox"/>
3-Sep-2018			Labor Day: <input type="checkbox"/>
1-Oct-2018	Cashable: <input type="checkbox"/>		
22-Nov-2018			Thanksgiving: <input type="checkbox"/>
23-Nov-2018		Non-cashable: <input type="checkbox"/> OR	Day after Thanksgiving: <input type="checkbox"/> <i>(Depends on your work schedule. Non-Payday Friday)</i>
24-Dec-2018		Non-cashable: <input type="checkbox"/> (4 hours) OR	1/2 day before Christmas: <input type="checkbox"/> <i>(Depends on your work schedule.)</i>
25-Dec-2018			Christmas: <input type="checkbox"/>
31-Dec-2018		Non-cashable: <input type="checkbox"/> (4 hours) OR	1/2 day before New Year: <input type="checkbox"/> <i>(Depends on your work schedule.)</i>
1-Jan-2019	Cashable: <input type="checkbox"/> Non-cashable: <input type="checkbox"/> <input type="checkbox"/>	Cashable: <input type="checkbox"/>	New Year's Day: <input type="checkbox"/>
21-Jan-2019			Martin Luther King Day: <input type="checkbox"/>
18-Feb-2019			Washington's Birthday: <input type="checkbox"/>
1-Apr-2019	Cashable: <input type="checkbox"/> <input type="checkbox"/>		
27-May-2019			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

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 2018	August 2018	September 2018	October 2018	November 2018	December 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	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	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	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	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	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 2019	February 2019	March 2019	April 2019	May 2019	June 2019
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	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	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	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	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	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

Sep 3 - Labor Day

Oct 10 - Columbus Day

Nov 12 - Veterans Day Observed

Nov 22 - Thanksgiving Day

Dec 25 - Christmas Day

Jan 1 - New Year's Day

Jan 21 - Martin Luther King Day

Feb 18 - Washington's Birthday

April 1 - Cesar Chavez Day Observed

May 27 - Memorial Day