

**ATA Guide To Time Off  
FY 2019/2020**

Date Available	Professional/Administrative Leave Days	Floating Holidays	Paid Holidays
1-Jul-2019	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-2019			Independence Day: <input type="checkbox"/>
2-Sep-2019			Labor Day: <input type="checkbox"/>
1-Oct-2019	Cashable: <input type="checkbox"/>		
28-Nov-2019			Thanksgiving: <input type="checkbox"/>
29-Nov-2019		Non-cashable: <input type="checkbox"/> <b>OR</b>	Day after Thanksgiving: <input type="checkbox"/> <i>(Depends on your work schedule. Payday Friday)</i>
24-Dec-2019		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-2019			Christmas: <input type="checkbox"/>
31-Dec-2019		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-2020	Cashable: <input type="checkbox"/> Non-cashable: <input type="checkbox"/> <input type="checkbox"/>	Cashable: <input type="checkbox"/>	New Year's Day: <input type="checkbox"/>
20-Jan-2020			Martin Luther King Day: <input type="checkbox"/>
17-Feb-2020			Washington's Birthday: <input type="checkbox"/>
1-Apr-2020	Cashable: <input type="checkbox"/> <input type="checkbox"/>		
25-May-2020			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.

<b>July 2019</b>	<b>August 2019</b>	<b>September 2019</b>	<b>October 2019</b>	<b>November 2019</b>	<b>December 2019</b>
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<b>January 2020</b>	<b>February 2020</b>	<b>March 2020</b>	<b>April 2020</b>	<b>May 2020</b>	<b>June 2020</b>
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Jul 4 - Independence Day

Sep 2 - Labor Day

Oct 14 - Columbus Day

Nov 11 - Veterans Day Observed

Nov 28 - Thanksgiving Day

Dec 25 - Christmas Day

Jan 1 - New Year's Day

Jan 20 - Martin Luther King Day

Feb 17 - Washington's Birthday

March 31 - Cesar Chavez Day Observed

May 25 - Memorial Day