

2009 Federal Leave Chart

Excel Spreadsheet Updatable Format

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Please note: This Leave Chart is in an Excel 97-2000 Edition.



2009	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	Previous leave year			W						W	W						W	W	H	H*				W	W						W
FEBRUARY	W						W	W					W	W	H							W	W					W			
MARCH	W						W	W					W	W								W	W					W	W		
APRIL				W	W						W	W						W	W						W	W					
MAY		W	W						W	W						W	W						W	W	H					W	W
JUNE					W	W						W	W								W	W					W	W			
JULY			H	W	W						W	W						W	W						W	W					
AUGUST	W	W						W	W						W	W							W	W					W	W	
SEPTEMBER					W	W	H					W	W							W	W				W	W					
OCTOBER			W	W						W	W	H						W	W					W	W						W
NOVEMBER	W						W	W			H			W	W							W	W			H		W	W		
DECEMBER				W	W							W	W							W	W				H	W	W				

2010	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	H	W	Next leave year																																	

W = WEEKENDS
 H = HOLIDAYS
 X = Type in "X" when using a Leave Day
H* = Inauguration Day

To keep track of your Leave, simply type in an "X" when you use, or plan to use a Leave Day. If you make a change, or don't use the Leave Day, just "delete" the "X" from the box.