

## 2010 Federal Leave Chart

Excel Spreadsheet Updatable Format

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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	Previous Leave Year		W						W	W						W	W	H					W	W						W	W
FEBRUARY					W	W						W	W	H					W	W						W	W				
MARCH					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						W	W	H	
JUNE				W	W					W	W							W	W					W	W						
JULY			W	W	H					W	W					W	W						W	W							W
AUGUST	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	W	
NOVEMBER					W	W					H		W	W					W	W				H		W	W				
DECEMBER			W	W						W	W						W	W					H	W	W						H

2011	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	W	Next leave year																													

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

July 4, 2010 falls on a Sunday - THEREFORE: Monday, July 5, will be treated as a holiday for pay and leave purposes for most Federal employees.

December 25, 2010 falls on a Saturday - THEREFORE: Friday, December 24, will be treated as a holiday for pay and leave purposes for most Federal employees.

January 1, 2011 falls on a Saturday - THEREFORE: Friday, December 31, 2010 will be treated as a holiday for pay and leave purposes for most Federal employees.

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.