

Holiday/Curtailment Leave Form



LEAVE OPTIONS FOR REALTIME EMPLOYEES 12/13/20 -01/04/21

If you are a RealTime employee (required to record time on a daily basis) and will be away during this pay period, please let your supervisor know how you will cover your time off so that he/she can enter it for you. This form is **ONLY TO BE USED FOR LEAVE TIME**, not hours worked. Continue using CalTime as usual if you work any shifts during this pay period.

I wish to use the pay options below to cover my vacation/leave time on the following dates:

DATE	PAY CODE	IN TIME	OUT TIME	IN TIME	OUT TIME	TOTAL HOURS	Friendly Name (if known)
Sun, 12/13							
Mon, 12/14							
Tues, 12/15							
Wed, 12/16							
Thurs, 12/17							
Fri, 12/18							
Sat, 12/19							
Sun, 12/20							
Mon, 12/21							
Tues, 12/22							
Wed, 12/23 closure**							
Mon, 12/28 closure**							
Tues, 12/29 closure**							
Wed, 12/30 closure**							
Mon, 01/04 closure**							

**Holiday pay for Dec. 24, 25, 31 or Jan. 1 will be entered automatically for eligible employees; it will populate in CalTime beginning on Dec. 18*
*** Employees who currently accrue leave can take up to 5 days of vacation leave in advance (not yet accrued) during curtailment, but only for the dates of December 23, 28, 29, 30 and January 4. Enter this with the VAC code.*

*Common Leave/Pay Codes	
Vacation Leave (Can be used for up to 5 days of unaccrued leave on Dec. 23, 28, 29, 30 and January 4)	Comp-Time
Curtailment-LWOP (leave without pay)	Sick Leave (if applicable)

Employee ID _____

Employee's Name _____ (Please print)

Employee's Signature _____ Date _____

RETURN THIS FORM TO YOUR SUPERVISOR BY DECEMBER 09, 2020