

Holiday/Curtailment Leave Form



LEAVE OPTIONS FOR REALTIME EMPLOYEES 12/24/23 - 01/06/24

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., 12/24 | | | | | | | |
| Wed., 12/27 closure** | | | | | | | |
| Thurs., 12/28 closure** | | | | | | | |
| Fri., 12/29 closure** | | | | | | | |
| Sat., 12/30 | | | | | | | |
| Sun., 12/31 | | | | | | | |
| Wed., 01/03 | | | | | | | |
| Thurs., 01/04 | | | | | | | |
| Fri., 01/05 | | | | | | | |
| Sat., 01/06 | | | | | | | |

***Holiday pay for Dec. 25-26 and Jan. 01-02 will be entered automatically for eligible employees and will populate in CalTime on 28th. Employees who currently accrue leave can take up to 3 days of vacation leave in advance (not yet accrued) during curtailment, but only for the dates of December 27, 28, 29. Enter this with the VAC code.*

| *Common Leave/Pay Codes | |
|---|----------------------------|
| Vacation Leave (Can be used for up to 3 days of unaccrued leave on Dec. 27, 28, 29) | 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 13, 2023