

Chart Example

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A Carried over from previous month	Vacation Hours	76.7	80.7	93.7									
	Sick Leave	27	28	32									
	CTO Hours	—	—	—									
B Earned during current month	Vacation Hours	13	13	13									
	Sick Leave	8	8	8									
	CTO Hours												
C Total available (A plus B)	Vacation Hours	89.7	93.7	106.7									
	Sick Leave	35	36	40									
	CTO Hours												
D Used during current month	Vacation Hours	9	0	11									
	Sick Leave	7	4	18									
	CTO Hours												
E Balance at end of month (C minus D)	Vacation Hours	80.7	93.7	95.7									
	Sick Leave	28	32	22									
	CTO Hours												
Donated Catastrophic Leave													
See Article 15.7 of the CSEA/CSU MOU regarding donating catastrophic leave. Your local Human Resources Department will have appropriate forms. Deduct any donated leave from your monthly totals.													