

2009 Federal Leave Chart

Excel Spreadsheet Updatable Format

FREE on FederalHandbooks.com - make copies for your colleagues!

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

FederalHandbooks

FREE Federal Handbooks for Federal Employees

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	Old Leave Year			W						W	W						W	W	W	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

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.