



The Holidays for 2023 are:

2022 Paid Holiday	Date Earned	Date Observed
Holiday (Governor Hogan issued)	Friday, December 23, 2022	Friday, March 24, 2023
2023 Paid Holiday	Date Earned	Date Observed
New Year's Day	Sunday, January 01, 2023	Monday, January 2, 2023
Martin Luther King, Jr. Day	Monday, January 16, 2023	Monday, January 16, 2023
Presidents' Day*	Monday, February 20, 2023	Monday, July 03, 2023
Memorial Day	Monday, May 29, 2023	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023	Monday, June 19, 2023
Independence Day	Tuesday, July 04, 2023	Tuesday, July 04, 2023
Labor Day	Monday, September 04, 2023	Monday, September 04, 2023
Columbus Day*	Monday, October 09, 2023	Wednesday, November 22, 2023
Veterans Day (observed)*	Saturday, November 11, 2023	Tuesday, December 26, 2023
Thanksgiving Day	Thursday, November 23, 2023	Thursday, November 23, 2023
Native American Heritage Day	Friday, November 24, 2023	Friday, November 24, 2023
Christmas Day	Monday, December 25, 2023	Monday, December 25, 2023
Holiday	Wednesday, December 27, 2023	Wednesday, December 27, 2023
Holiday	Thursday, December 28, 2023	Thursday, December 28, 2023
Holiday	Friday, December 29, 2023	Friday, December 29, 2023
2024 Holiday	Date Earned	Date Observed
New Year's Day	Monday, January 01, 2024	Monday, January 01, 2024

* Holiday is designated to be taken at a later date than the date earned.

Holiday Leave:

Eligible **PIN** and **Contingent II** employees earn 15 (16 in an election year) paid holidays per calendar year. Eligible **PIN** employees accrue leave on a **calendar-year** basis; Eligible **Contingent II** employees accrue leave on a **fiscal-year** basis.

For **PIN** employees: All unused holiday leave hours must be taken by **January 09, 2024**.

For **Contingent II** employees: *All unused holiday leave hours must be taken **July 12, 2023**.

Annual Leave:

Eligible **PIN** employees may carry over a maximum of 50 days or 400 hours into the new calendar year. Any unused annual leave hours over 400 will be forfeited. The leave accrual process for the **January 09, 2024** will reduce the balance to 400 hours.

Eligible **Contingent II** employees may carryover a maximum of 50 days or 400 hours; this amount is prorated for part-time employees. Any unused annual leave hours will be forfeited. The leave accrual process for **July 10, 2023** will reduce the balance to 400 hours.

Personal Leave:

Eligible **PIN** employees may not carry a personal leave balance into the new calendar year; any remaining balance will be forfeited if not taken **by January 09, 2024**. The leave accrual process for the following year will remove any unused balance and insert the appropriate personal leave hours for the next calendar year.

Eligible **Contingent II** employees may not carry a personal leave balance into the new fiscal year; any remaining balance will be forfeited if not taken **by the July 12, 2023**. The leave accrual process for the following year will remove any unused balance and insert the appropriate personal leave hours for the next fiscal year.