

# PERSONAL LEAVE FOR EXEMPTS GUIDELINE

PPE DATE	PERSONAL TIME EARNED FOR TAKE BACK	UNEARNED PERSONAL TIME FOR TAKE BACK	PERSONAL PRORATION FOR NEW HIRES
11/25/2017	0	32	0
12/9/2017	1.23	30.77	32.00
12/23/2017	2.46	29.54	30.77
1/6/2018	3.69	28.31	29.54
1/20/2018	4.92	27.08	28.31
2/3/2018	6.15	25.85	27.08
2/17/2018	7.38	24.62	25.85
3/3/2018	8.61	23.39	24.62
3/17/2018	9.84	22.16	23.38
3/31/2018	11.07	20.93	22.15
4/14/2018	12.3	19.7	20.92
4/28/2018	13.53	18.47	19.69
5/12/2018	14.76	17.24	18.46
5/26/2018	16	16	17.23
6/9/2018	17.23	14.77	16.00
6/23/2018	18.46	13.54	14.77
7/7/2018	19.69	12.31	13.54
7/21/2018	20.92	11.08	12.31
8/4/2018	22.15	9.85	11.08
8/18/2018	23.38	8.62	9.85
9/1/2018	24.61	7.38	8.62
9/15/2018	25.84	6.15	7.38
9/29/2018	27.07	4.92	6.15
10/13/2018	28.3	3.69	4.92
10/27/2018	29.53	2.46	3.69
11/10/2018	30.76	1.23	2.46
11/24/2018	32	0	1.23
12/8/2018	0	32	0