

## 2016 Federal Leave Chart

Excel Spreadsheet Updatable Format

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2016	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	W						W	W						W	W	H					W	W					W	W	
FEBRUARY						W	W						W	W	H					W	W						W	W			
MARCH					W	W						W	W						W	W					W	W					
APRIL		W	W						W	W						W	W						W	W					W		
MAY	W						W	W						W	W					W	W						W	W	H		
JUNE				W	W						W	W						W	W					W	W						
JULY		W	W	H					W	W						W	W						W	W					W	W	
AUGUST						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	W		
NOVEMBER					W	W					H	W	W						W	W			H		W	W					
DECEMBER			W	W					W	W						W	W						W	W	H					W	

**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.