

PLANNED VACATION DAYS CALENDAR

2023-2024

Employee Name: _____
 ID _____
 Last, First _____

Hire Date: _____

0.00 Hrs. (0 Days)

Carry Over Vacation From 2022/2023

Subject to information available as of April 1

0.00 Hrs (0 Days)

Vacation Allocation Estimated For

2023/2024 Based On Hire Date

And Contract Information

0.00 Hrs (0 Days)

TOTAL Number Of Vacation Hours
 To Be Used By June 30, 2024

This Total Does NOT Include

Floating Holiday or Additional Days of Vacation *

Employee Signature: _____

Date: _____

Approved by Supervisor: _____

Date: _____

All dates including revisions must be approved
 and signed by the employee and supervisor.

Holiday

Non Paid/Non Work Day(s) **

Weekend

Vacation May Not Be Approved
 Depending on Needs of Dept./Site

Vacation In Absence

Vacation Not Approved

Vacation Requested

Vacation Used

JULY - 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						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 - 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	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			

AUGUST - 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		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		

FEBRUARY - 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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		

SEPTEMBER - 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						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					

MARCH - 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						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					

OCTOBER - 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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				

APRIL - 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	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				

NOVEMBER - 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		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		

MAY - 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			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	

DECEMBER - 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						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					

JUNE - 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						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					

On or Before April 1ST: Employee Will Receive Blank Calendar for Completion
 On or Before April 20th (3rd Mon of April): Employee Will Submit Completed Calendar to Supervisor for Approval
 On or Before May 4TH (1st Mon of May): Employee Will Receive Copy of Approved Calendar, or a Request for Revision

* Floating Holiday and additional days of vacation (75+/150+ Sick Days; as per Article XXVI) are not included on this calendar.

Submit request for Floating Holiday and/or additional days of vacation in accordance with instructions and requirements noted on Notice or Request for Classified Leave form.

** Non Paid/Non Work Day(s) as per Article XI

Supervisor - Original

Employee - Copy