2024 VACATION CALENDAR

To be used for full-week vacation requests (print on $11 \times 17$ paper)

| Employee Name | January |  |  |  | February |  |  |  |  |  | March |  |  |  |  | April |  |  |  | May |  |  |  | June |  |  |  | July |  |  |  | August |  |  |  | September |  |  |  |  | October |  |  |  | November |  |  |  | December |  |  |  |  | Yes No |  |
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|  | 7 | 14 | 21 | 28 | 4 | 1 | 118 | 18 | 25 |  | 310 | 1017 | 172 | 243 | 31 | 7 | 14.2 | 2128 | 5 | 12 | 219 | 19 | 2 | 9 | 16 | 23 | 30 | 7 | 14 | 21 | 28 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 1 | 8 | 15 | 22 | 29 |  |  |
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## 2024 Individual Time Calendar

| January |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Sun | Mon | Tue | Wed | Thu | 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 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Sun | Mon | Tue | Wed | Thu | 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 |  |  |


| March |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |  |
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| 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 |  |


| April |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  |
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| May |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| June |  |  |  |  |  |  |  |
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| Sun | Mon | Tue | Wed | Thu | Fri | Sat |  |
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| July |  |  |  |  |  |  |  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  |
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| August |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| September |  |  |  |  |  |  |  |
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Name:

| November |  |  |  |  |  |  |  |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |  |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |  |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |

Vacation Days:


Personal Days:

$\mathrm{P}=$ Personal $\quad \mathrm{V}=$ Vacation $\mathrm{H}=$ Holiday $\quad \mathrm{F}=\mathrm{FMLA} \quad \mathrm{B}=$ Bereavement $\quad \mathrm{C}=$ Parental Leave $\quad \mathrm{O}=$ Other

