

# TCESC CLASSIFIED EMPLOYEE WORK CALENDAR 2021 - 2022 — PINK

Name \_\_\_\_\_ Position/Title \_\_\_\_\_ # of days in contract \_\_\_\_\_ Date Submitted \_\_\_\_\_ Supervisor/Director Approval \_\_\_\_\_

**INDIVIDUALS WHO WORK A CONTRACT THAT EXCEEDS 9 MONTHS AND A STANDARD SCHOOL YEAR MUST COMPLETE THIS CALENDAR.**

**SHADED DATE ARE RECOGNIZED HOLIDAY DATES:**

Independence Day: July 5, 2021  
 New Year's: Day Recognized: December 28, 2021 & December 31, 2021

Labor Day: September 6, 2021  
 Martin Luther King Day: January 17, 2022

Thanksgiving: November 25 & 26, 2021  
 President's Day: February 21, 2022

Christmas: December 24 & 27, 2021  
 Good Friday: April 15, 2022  
 Memorial Day: May 30, 2022

**TOTAL WORK DAYS:** \_\_\_\_\_

**HOLIDAYS:** 10

**TOTAL CONTRACT DAYS:** \_\_\_\_\_

**INSTRUCTIONS:**

1. Place an X on each date you are *not* working.
2. Tally the number of work days in each month.
3. Submit a copy to your supervisor/director by August 13, 2021.
4. Complete a new calendar each time you make revisions. Calendars are available on the TCESC web site under forms.
5. Submit all revised copies to the supervisor/director for approval.
6. Copy approved calendar to treasurer, human resources, program secretary and supervisor/director.

<p><b>July 2021</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input style="width: 30px; height: 20px;" type="text"/> 21         </div>	M	T	W	T	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30						<p><b>November 2021</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input style="width: 30px; height: 20px;" type="text"/> 20         </div>	M	T	W	T	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30									<p><b>March 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input style="width: 30px; height: 20px;" type="text"/> 23         </div>	M	T	W	T	F		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31											
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