

**TCESC ASSISTANT WORK CALENDAR 2023- 2024 — GREEN**

Name \_\_\_\_\_ Program \_\_\_\_\_ Unit location (District & Building) \_\_\_\_\_ Date submitted \_\_\_\_\_ Supervisor/Director Approval \_\_\_\_\_

**SHADED DATES ARE RECOGNIZED HOLIDAY DATES:**

Labor Day: September 4, 2023  
 Martin Luther King Day: January 15, 2024

Thanksgiving: November 23 & 24, 2023

Christmas: December 25 & 26, 2023  
 Good Friday: March 29, 2024

New Year's: January 1, 2024  
 Memorial Day: May 27, 2024

**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 Convocation 2023.
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 human resources, program secretary, treasurer and supervisor/director.

<p><b>August 2023</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> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input style="width: 30px; height: 30px; border: 1px solid black;" type="text" value="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		<p><b>December 2023</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></td> <td>1</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input style="width: 30px; height: 30px; border: 1px solid black;" type="text" value="19"/> </div>	M	T	W	T	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p><b>April 2024</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> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input style="width: 30px; height: 30px; border: 1px solid black;" type="text" value="22"/> </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			
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