

TCESC GENERAL WORK CALENDAR 2023-2024 — LILAC

Name _____

Program _____

Unit location (District & Building) _____

Date submitted _____

Supervisor/Director Approval _____

SHADED DATES ARE RECOGNIZED HOLIDAY DATES:

Labor Day: September 4, 2023
President's Day: February 19, 2024

Thanksgiving: November 23 & 24, 2023
Good Friday: March 29, 2024

Christmas: December 25 & 26, 2023
Memorial Day: May 27, 2024

New Year's: December 29, 2023
January 1, 2024
Juneteenth: June 19, 2024

Martin Luther King Day: January 15, 2024
Independence Day: July 4, 2024

INSTRUCTIONS:

- Place an X on each date you are *not* working.
- Tally the number of work days in each month.
- Submit a copy to your supervisor/director by Convocation 2023.
- Complete a new calendar each time you make revisions. Calendars are available on the TCESC web site under forms.
- Submit all revised copies to the supervisor/director for approval.
- Copy approved calendar to human resources, program secretary, treasurer and supervisor/director.

<p>August 2023</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: 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		<p>December 2023</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: 5px;"> <input style="width: 30px; height: 20px;" type="text"/> 18 </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>April 2024</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: 5px;"> <input style="width: 30px; height: 20px;" type="text"/> 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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