

# TCESC CLASSIFIED EMPLOYEE WORK CALENDAR 2024 - 2025 — 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:<br>July 4, 2024                       | Martin Luther King Day:<br>January 20, 2025 |
| Labor Day:<br>September 2, 2024                         | President's Day:<br>February 17, 2025       |
| Thanksgiving:<br>November 28 & 29, 2024                 | Good Friday:<br>April 18, 2025              |
| Christmas:<br>December 24 & 25, 2024                    | Memorial Day:<br>May 26, 2025               |
| New Year's Day:<br>December 31, 2024<br>January 1, 2025 | Juneteenth:<br>June 19, 2025                |

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

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

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

<p><b>July 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>31</td><td></td><td></td></tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <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	31			<p><b>November 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></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: 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>March 2025</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></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</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: 30px; border: 1px solid black;" type="text" value="21"/> </div>	M	T	W	T	F						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
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