

# TCESC CLASSIFIED EMPLOYEE WORK CALENDAR 2023 - 2024 — 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 4, 2023
- Martin Luther King Day: January 15, 2024
- 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 Day: December 29, 2023  
January 1, 2024
- Juneteenth: June 19, 2024

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

**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 Convocation.
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 style="text-align: center; font-weight: bold; font-size: 1.2em;">July 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td style="background-color: #cccccc;">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> <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: 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										<p style="text-align: center; font-weight: bold; font-size: 1.2em;">November 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td style="background-color: #cccccc;">23</td><td style="background-color: #cccccc;">24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</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: 30px; border: 1px solid black;" type="text" value="20"/> </div>	M	T	W	T	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30							<p style="text-align: center; font-weight: bold; font-size: 1.2em;">March 2024</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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 style="background-color: #cccccc;">29</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: 30px; border: 1px solid black;" type="text" value="20"/> </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					
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																																																																																																											
M	T	W	T	F																																																																																																							
		1	2	3																																																																																																							
6	7	8	9	10																																																																																																							
13	14	15	16	17																																																																																																							
20	21	22	23	24																																																																																																							
27	28	29	30																																																																																																								
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 style="text-align: center; font-weight: bold; font-size: 1.2em;">August 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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: 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 style="text-align: center; font-weight: bold; font-size: 1.2em;">December 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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 style="background-color: #cccccc;">25</td><td style="background-color: #cccccc;">26</td><td>27</td><td>28</td><td>29</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: 30px; border: 1px solid black;" type="text" value="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 style="text-align: center; font-weight: bold; font-size: 1.2em;">April 2024</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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: 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								
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																																																																																																								
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																																																																																																							
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 style="text-align: center; font-weight: bold; font-size: 1.2em;">September 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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 style="background-color: #cccccc;">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> <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: 30px; border: 1px solid black;" type="text" value="20"/> </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 style="text-align: center; font-weight: bold; font-size: 1.2em;">January 2024</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> </thead> <tbody> <tr><td style="background-color: #cccccc;">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 style="background-color: #cccccc;">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> <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: 30px; border: 1px solid black;" type="text" value="21"/> </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 style="text-align: center; font-weight: bold; font-size: 1.2em;">May 2024</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td style="background-color: #cccccc;">27</td><td>28</td><td>29</td><td>30</td><td>31</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: 30px; border: 1px solid black;" type="text" value="22"/> </div>	M	T	W	T	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31					
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																																																																																																							
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																																																																																																									
M	T	W	T	F																																																																																																							
		1	2	3																																																																																																							
6	7	8	9	10																																																																																																							
13	14	15	16	17																																																																																																							
20	21	22	23	24																																																																																																							
27	28	29	30	31																																																																																																							
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">October 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</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: 30px; border: 1px solid black;" type="text" value="22"/> </div>	M	T	W	T	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31									<p style="text-align: center; font-weight: bold; font-size: 1.2em;">February 2024</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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 style="background-color: #cccccc;">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></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: 30px; border: 1px solid black;" type="text" value="20"/> </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							<p style="text-align: center; font-weight: bold; font-size: 1.2em;">June 2024</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> </thead> <tbody> <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 style="background-color: #cccccc;">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></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="19"/> </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										
M	T	W	T	F																																																																																																							
2	3	4	5	6																																																																																																							
9	10	11	12	13																																																																																																							
16	17	18	19	20																																																																																																							
23	24	25	26	27																																																																																																							
30	31																																																																																																										
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																																																																																																								
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																																																																																																							