

# TCESC CERTIFIED WORK CALENDAR 2023-2024 — YELLOW

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

**SHADED DATES ARE RECOGNIZED HOLIDAY DATES:**

- |   |   |
|---|---|
| Labor Day:<br>September 4, 2023                     | Martin Luther King Day:<br>January 15, 2024 |
| Thanksgiving:<br>November 23 & 24, 2023             | President's Day:<br>February 19, 2024       |
| Christmas:<br>December 25 & 26, 2023                | Good Friday:<br>March 29, 2024              |
| New Year's:<br>December 29, 2023<br>January 1, 2024 | Memorial Day:<br>May 27, 2024               |
|   | Juneteenth:<br>June 19, 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><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: 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><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: 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><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: 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			
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