

TCESC CLASSIFIED EMPLOYEE WORK CALENDAR 2010 - 2011 — PINK

Employee's 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 HOLIDAYS:

- Labor Day: September 6, 2010
- Martin Luther King Day: January 17, 2011
- Thanksgiving: November 25 & 26, 2010
- Good Friday: April 22, 2011
- Christmas: December 24 & 27, 2010
- Memorial Day: May 30, 2011
- New Year's Day: December 31, 2010
- Independence Day: July 5, 2010

TOTAL WORK DAYS: _____

HOLIDAYS: 9

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 August 17, 2010.
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>July 2010</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>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>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>30</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: 20px;" type="text" value="21"/> </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	30						<p>November 2010</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> <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: 20px;" type="text" value="20"/> </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									<p>March 2011</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> <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: 20px;" 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						
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