VACATION & HOLIDAY TIME SCHEDULE
FISCAL YEAR 2011 - 2012

NAME _____ **DEPT/DIV** _____

Office Ext. _____ **Normal Work Schedule** _____

Dates to note: Summer Session is June 13 to July 22, Fall Semester is August 29 to December 17, Spring Semester is February 6 to June 2, Spring Break is April 9 to April 14.

2011 Tax Year

JULY 2011

SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2011

SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011

SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2011

SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2011

SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2011

SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2012 Tax Year

JANUARY 2012

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012

SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012

SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012

SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012

SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CONTRACT CALENDAR INSTRUCTIONS:

1. Indicate the days you are contracted NOT to work (Contract Days). Code these days with a "C." Note: if a "C" is indicated *before & after* a holiday the **holiday** counts as a contract day off.
2. Days you **will** be working are left blank.
3. Vacation days can be indicated with a "V."
4. Absence Reports **MUST** be turned in for any days off (e.g. vacation, sick, contract days off).
5. Please sign your completed calendar, have your superivsor sign, and then return the calendar to the Payroll Office.

KEY:

C = Contract days off
V = Vacation days
= Holidays

If you are an 11-month employee:
If you work **5 days/week** C=23 contract days off
Select: 1 "No pay" month _____

If you are a 10-month employee:
If you work **5 days/week** C=44 contract days off
Select: 2 "No pay" months _____ and _____.

If you are a 9-month employee:
If you work **5 days/week** C=66 contract days off
Select: 3 "No pay" months _____, _____ and _____.

If you are a 8-month employee:
If you work **5 days/week** C=88 contract days off
Select: 4 "No pay" months _____, _____, _____ and _____.

NOTE: Months marked with the MOST contract days off will be considered your non-work months for purposes of counting towards step and longevity increments. Your no-pay months may not result in a deferment of taxable income into the following tax year.

_____ Employee's Signature

_____ Date

_____ Supervisor's Signature

_____ Date

TOTAL CONTRACT DAYS:_____

RETURN TO PAYROLL OFFICE