## X = Paid Days

H = Mandated or Declared Holiday V = Vacation

Clerical/Secretarial/Technical

|  | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| JULY | $\begin{aligned} & 3 \\ & \mathrm{X} \\ & \hline \end{aligned}$ | $\begin{gathered} \mathrm{H} / 4 \\ \mathrm{X} \end{gathered}$ | $\begin{aligned} & \hline 5 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 6 \\ & \mathbf{X} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 7 \\ & \mathbf{x} \end{aligned}$ | $\begin{gathered} 10 \\ x \end{gathered}$ | $\begin{gathered} 11 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 12 \\ x \end{gathered}$ | $\begin{gathered} 13 \\ \mathrm{X} \end{gathered}$ | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 |  |  |  |  |
| AUGUST |  | 1 | 2 | 3 | 4 | $\begin{aligned} & 7 \\ & \times \end{aligned}$ | $\begin{aligned} & 8 \\ & \mathbf{X} \end{aligned}$ | $\begin{aligned} & 9 \\ & X \end{aligned}$ | $\begin{aligned} & 10 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 11 \\ & \mathbf{x} \end{aligned}$ | $\begin{gathered} 14 \\ X \end{gathered}$ | $\begin{gathered} 15 \\ \mathbf{x} \end{gathered}$ | $\begin{aligned} & 16 \\ & \mathbf{X} \end{aligned}$ | $\begin{aligned} & 17 \\ & \mathrm{X} \end{aligned}$ | $18$ | $\begin{gathered} 21 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 22 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 23 \\ \mathbf{X} \end{gathered}$ | 24 <br> $\times$ | 25 <br> $\times$ | 28 $\times$ | $\begin{gathered} 29 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 30 \\ \mathrm{X} \end{gathered}$ | 31 <br> $\mathbf{X}$ |  |
| SEPTEMBER |  |  |  |  | $\begin{aligned} & 1 \\ & \mathrm{X} \end{aligned}$ | H/4 <br> X | X | X | 7 <br>  | 8 | 11 <br> $\mathbf{X}$ | 12 $X$ | 13 $X$ | 14 $X$ | 15 <br> $\mathbf{X}$ | 18 $\mathbf{X}$ | 19 $\mathbf{X}$ | 20 $X$ | 21 $X$ | 22 $X$ | 25 X | 26 $X$ | 27 $X$ | 28 $\times$ | 29 $\times$ |
| OCTOBER | $\begin{aligned} & \hline 2 \\ & \mathrm{x} \end{aligned}$ | $\begin{aligned} & \hline 3 \\ & x \end{aligned}$ | $\begin{aligned} & \hline 4 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & \hline 5 \\ & \mathrm{x} \end{aligned}$ | $\begin{gathered} \hline 6 \\ \mathrm{NI} \end{gathered}$ | 9 | 10 $\mathbf{X}$ | 11 <br> $\mathbf{X}$ | 12 $X$ | 13 <br> $X$ | 16 <br> X | 17 $X$ | 18 X | 19 $\mathbf{X}$ | 20 $X$ | 23 X | 24 X | 25 $X$ | 26 X | 27 $X$ | 30 $\mathbf{X}$ | 31 $X$ |  |  |  |


| TOTALS |  | CUM TOTALS |
| :---: | :---: | :---: |
| Jul | 9 | 9 |
| Aug | 19 | 28 |
| Sep | 21 | 49 |
| Oct | 21 | 70 |





| $\mathrm{V} / 18$ | $\mathrm{~V} / 19$ | $\mathrm{~V} / 20$ | $\mathrm{~V} / 21$ | $\mathrm{H} / 22$ |
| :---: | :---: | :---: | :---: | :---: |
| X | X | X | X | X |



$$
\begin{array}{|c|c|c|c|c|}
\hline 22 & 23 & 24 & 25 & 26 \\
\mathbf{X} & \mathbf{X} & \mathbf{X} & \mathbf{X} & \mathbf{x} \\
\hline \mathrm{H} / 19 & 20 & 21 & 22 & 23 \\
\mathbf{X} & \mathbf{X} & \mathbf{X} & \mathbf{X} & \mathbf{X} \\
\hline 18 & 19 & 20 & 21 & 22 \\
\mathbf{x} & \mathbf{x} & \mathbf{x} & \mathbf{x} & \mathbf{x} \\
\hline
\end{array}
$$



| Dec | 21 | 113 |
| :---: | :---: | :---: |
|  |  |  |
| Jan | 22 | 135 |
| Feb | 21 | 156 |
| Mar | 21 | 177 |

APRIL

$$
\begin{array}{|c|c|c|c|c|}
\hline \mathrm{V} / 1 & \mathrm{~V} / 2 & \mathrm{~V} / 3 & \mathrm{~V} / 4 & \mathrm{~V} / 5 \\
\mathrm{X} & \mathrm{X} & \mathrm{X} & \mathrm{X} & \mathrm{X} \\
\hline & & 1 & 2 & 3 \\
& & \mathrm{X} & \mathrm{X} & \mathrm{X} \\
\hline 3 & 4 & 5 & 6 & 7 \\
\mathrm{X} & \mathrm{X} & \mathrm{X} & \mathrm{X} & \mathrm{X} \\
\hline
\end{array}
$$

Time and Labor Calendar = L11 TOTBS
*Per bargained Agreement: Effective July 1, 2023, the Monday through Wednesday of the Thanksgiving recess period will be added as workdays on ten- (10-) and eleven- (11-) month OTBS employee calendars

