

2022

January						
S	M	T	W	T	F	S
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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						
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27	28					

March						
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20	21	22	23	24	25	26
27	28	29	30	31		

April						
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May						
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June						
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July						
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31						

August						
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28	29	30	31			

September						
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25	26	27	28	29	30	

October						
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23	24	25	26	27	28	29
30	31					

November						
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20	21	22	23	24	25	26
27	28	29	30			

December						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes:	
Jan 17	Martin Luther King Day (Timesheet = Holiday)
May 30	Memorial Day (Timesheet = Holiday)
July 01	Discretionary Day (Timesheet = CTO code DD)
Jul 04	Independence Day (Timesheet = Holiday)
Sep 5	Labor Day (Timesheet = Holiday)
Nov 24	Thanksgiving Day (Timesheet = Holiday)
Nov 25	Thanksgiving Day (Timesheet = Holiday)
Dec 23	Christmas Day (Timesheet = Holiday)
Dec 26-Dec 30	Winter Recess (Timesheet = CTO code W)

Employees whose roles require them to work on MLK, Memorial or Labor Day will be offered a floating holiday in lieu of any of these holidays on which they need to work. Like with vacation days, these days off can be taken at a time previously approved by their supervisor or manager. The day should be recorded as holiday time.