



# ATTENDANCE CALENDAR

JANUARY – JUNE 2013

## 01 JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## 02 FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## 03 MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 04 APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## 05 MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## 06 JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NAME

EMP. #

PHONE #

ADDITIONAL INFO

SUPERVISOR

UNION PARTNER

## HOLIDAY DATE OBSERVED

**New Year's Day**..... Tuesday, January 1, 2013

**Memorial Day**..... Monday, May 27, 2013

**Independence Day** ..... Thursday, July 4, 2013

**Labor Day**..... Monday, September 2, 2013

**Thanksgiving Day** .... Thursday, November 28, 2013

**Christmas Day** ..... Wednesday, December 25, 2013

## REGIONAL HOLIDAYS

HOLIDAYS	GA	HI	MAS	NCAL	OH
MLK Jr. Day	*		*		
President's Day		*	*	*	
Kuhio Day		*			
Kamehameha Day		*			
Day after Thanksgiving				•	
Christmas Eve Day		*	+		+
New Year's Eve Day			+		+

• Ordway Building only

\* Colorado, the Northwest and Southern California do not have any regionally designated holidays.

### Things to consider before calling in:

- How many times have I called in this month?
- Is there something I can arrange with my coworkers that will allow me to come to work (maybe take a lighter workload, etc.) or pre-schedule time off?
- Are there changes in my current life that I can make that will allow me work—life balance?
- Am I taking care of myself, maintaining a healthy life style?

## NOTES: JANUARY – JUNE 2013

### 01 JANUARY

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### 03 MARCH

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### 05 MAY

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### 02 FEBRUARY

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### 04 APRIL

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### 06 JUNE

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# ATTENDANCE CALENDAR

JULY – DECEMBER 2013

07 JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

08 AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

09 SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

10 OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

12 DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	08
15	16	17	18	19	20	15
22	23	24	25	26	27	22
29	30	31				

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Kamehameha Day		*			
Day after Thanksgiving				•	
Christmas Eve Day		*	+		+
New Year's Eve Day			+		+

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## NOTES: JULY – DECEMBER 2013

07 JULY

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09 SEPTEMBER

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11 NOVEMBER

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08 AUGUST

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10 OCTOBER

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12 DECEMBER

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