ATTENDANCE CALENDAR 2019

DIRECTIONS: Use this calendar to track when you're away from work and keep tabs on how much time you have remaining. Start by blocking out planned vacation time. Mark when you take a sick day or take other time off. Watch for patterns that may emerge — they can be clues that something might need to be adjusted.

NAME

PHONE #

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
01 JAN			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 FEB						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 MAR						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 APR		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				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 JUN							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							
07 JUL		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 AUG					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 SEP	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 OCT			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 NOV						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 DEC	01	02	03	04	05	06	07	08	09	10	11	12	13	17	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											

NOTES:

01 JAN

02 FEB

03 MAR

04 APR

05 MAY

06 JUN

07 JUL

08 AUG

09 SEP

10 OCT

11 NOV

12 DEC

HOLIDAYS	DAY	ALL	GA	HI	MAS	NCAL
New Year's Day	Tuesday, January 1, 2019	✔				
MLK Jr. Day	Monday, January 21, 2019		✔		✔	
Presidents Day	Monday, February 18, 2019			✔	✔	✔
Kuhio Day (observed)	Tuesday, March 26, 2019			✔		
Memorial Day	Monday, May 27, 2019	✔				
Kamehameha Day (observed)	Tuesday, June 11, 2019			✔		
Independence Day	Thursday, July 4, 2019	✔				
Labor Day	Monday, September 2, 2019	✔				
Thanksgiving Day	Thursday, November 28, 2019	✔				
Christmas Eve Day	Tuesday, December 24, 2019				+	
Christmas Day	Wednesday, December 25, 2019	✔				
New Year's Eve Day	Tuesday, December 31, 2019				+	

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

\+ A choice of one of the two holidays.

Before calling in to take a day off, ask yourself:

1. How many times have I called in this month?
2. Is there something I can arrange with my co-workers that will make it possible for me to come to work (maybe take a lighter workload, etc.) or pre-schedule time off?
3. Are there changes in my current life that I can make that will improve my work-life balance?
4. Am I taking care of myself, maintaining a healthy lifestyle?

LABOR MANAGEMENT PARTNERSHIP