



ATTENDANCE CALENDAR 2020

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								
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	29								
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													
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	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										

NOTES:

01 JAN	05 MAY	09 SEP
02 FEB	06 JUN	10 OCT
03 MAR	07 JUL	11 NOV
04 APR	08 AUG	12 DEC

HOLIDAYS	DAY	ALL	GA	HI	MAS	NCAL
New Year's Day	Wednesday, January 1, 2020	✓				
MLK Jr. Day	Monday, January 20, 2020		✓	✓	✓	
Presidents' Day	Monday, February 17, 2020			✓	✓	✓
Kuhio Day (observed)	Thursday, March 26, 2020			✓		
Memorial Day	Monday, May 25, 2020	✓				
Kamehameha Day (observed)	Thursday, June 11, 2020			✓		
Independence Day	Friday, July 3, 2020	✓				
Admission Day	Friday, August 21, 2020			✓		
Labor Day	Monday, September 7, 2020	✓				
Discoverers' Day	Monday, October 12, 2020			✓		
Veterans' Day	Wednesday, November 11, 2020			✓		
Thanksgiving Day	Thursday, November 26, 2020	✓				
Day after Thanksgiving	Friday, November 27, 2020			✓		
Christmas Eve Day	Thursday, December 24, 2020			✓	+	
Christmas Day	Wednesday, December 25, 2020	✓				
New Year's Eve Day	Thursday, December 31, 2020				+	

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:**
- How many times have I called in this month?
 - 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?
 - Are there changes in my current life that I can make that will improve my work-life balance?
 - Am I taking care of myself, maintaining a healthy lifestyle?