

Keeping Track of Your Leave For 2009

2009	1	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			
January	H																																	
February																																		
March																																		
April																																		
May																																		
June																																		
2009	1	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			
July																																		
August																																		
September																																		
October																																		
November																																		
December																																		

You may use the legend below to fill in the table above

Legend: Weekend= Holiday=H Annual=A Military=M Sick=S

Note: Generally, if a holiday falls on a Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on the next workday.