

# 2017 ABSENCE FROM THE LABORATORY

## Particle Physics Division

Employee Name: _____	ID#: _____	Today's Date: _____
Vacation _____ Business: _____ Floating Holiday: _____ Other: _____		
Dates: _____		

**Designated Floor Warden? Yes No**

*(If you are a Floor Warden you must designate a replacement during your absence.)*

(Designee) _____	(Acknowledged) _____
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Employee Signature: _____	Approved (Group Leader/Supervisor) _____
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**Please circle the days of absence on the calendar below.**

*Supervisors: Please return this form to your administrative support person.*

JANUARY							FEBRUARY							MARCH							APRIL							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
																					30													

  

JUNE							JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		24	25	26	27	28	29	30	29	30	31					
							30	31																										

  

NOVEMBER							DECEMBER							JANUARY 2018							2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
			1	2	3	4						1	2		1	2	3	4	5	6	Martin Luther King Day	Jan-16	Christmas Eve (1/2)	Dec-22			
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	Memorial Day	May-29	Christmas Day	Dec-25			
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	Independence Day	Jul-04	New Years Eve (1/2)	Dec-29			
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	Labor Day	Sep-04	New Years Day	Jan-02			
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				Thanksgiving Day	Nov-23					
							31														Day After Thanksgiving	Nov-24	<b>2018</b>				
																							New Years Day	Jan-01			
																							Martin Luther King	Jan-17			