

2019 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						1	2						1	2		1	2	3	4	5	6				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
														31																				

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		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			
30																																			

NOVEMBER							DECEMBER							JANUARY 2020							2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2	1	2	3	4	5	6	7				1	2	3	4	Martin Luther King Day	Jan-21	Christmas Eve (1/2)	Dec-24			
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	Memorial Day	May-27	Christmas Day	Dec-25			
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	Independence Day	Jul-04	New Years Eve (1/2)	Dec-31			
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	Labor Day	Sep-02	2020				
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	Thanksgiving Day	Nov-28	New Years Day	Jan-01				
																				Day After Thanksgiving	Nov-29	Martin Luther King I	Jan-20				

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