

# 2018 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					1	2	3					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30						27	28	29	30	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	2	1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
24	25	26	27	28	29	30	29	30	31				26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31					
																			30															

  

NOVEMBER							DECEMBER							JANUARY 2019							2018						
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	Martin Luther King Day	Jan-15	Christmas Eve (1/2)	Dec-24				
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	Memorial Day	May-28	Christmas Day	Dec-25			
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	Independence Day	Jul-04	New Years Eve (1/2)	Dec-31			
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	Labor Day	Sep-03	<b>2019</b>				
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		Thanksgiving Day	Nov-22	New Years Day	Jan-01				
							30	31											Day After Thanksgiving	Nov-23	Martin Luther King C	Jan-21					

\* to change footer go to Print/Page Setup/Header Footer TAB.

