

2025 ABSENCE FROM THE LABORATORY

Particle Physics Division

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

Employee signature

Approved (Group Leader/Supervisor) signature

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

FY25 LAB HOLIDAYS	
New Years Day	1-Jan
Martin Luther King, Jr. Day	20-Jan
Memorial Day	26-May
Juneteenth	19-Jun
Independence Day	4-Jul
Labor Day	1-Sep
Thanksgiving Day	27-Nov
Day after Thanksgiving	28-Nov
Christmas Eve (half-day)	24-Dec
Christmas Day	25-Dec
New Years Eve (half-day)	31-Dec
New Years Day, 2026	1-Jan (2026)