

2021 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		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
31																												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	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4						1	2
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																												31						
NOVEMBER							DECEMBER							JANUARY 2022							2021													
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	4							1	Martin Luther King Day	Jan-18	Christmas Eve (1/2)	Dec-24										
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	Memorial Day	May-31	Christmas Day	Dec-27										
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	Independence Day	Jul-05	New Years Eve (1/2)	Dec-31										
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	Labor Day	Sep-06	2022											
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	Thanksgiving Day	Nov-25	New Years Day	Jan-03										
														30	31						Day After Thanksgiving	Nov-26	Martin Luther King I	Jan-20										