

\_\_\_\_\_  
SUPERVISOR APPROVAL

\_\_\_\_\_  
DEPARTMENT HEAD APPROVAL

\_\_\_\_\_  
EXECUTIVE DIRECTOR APPROVAL

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

# KEDC

DATE \_\_\_\_\_

\_\_\_\_ DAY CONTRACT

\_\_\_\_ # OF NON-CONTRACT DAYS

\_\_\_\_ # OF HOLIDAYS

\_\_\_\_ TOTAL DAYS OFF

# PLANNING CALENDAR

## July 2011 - June 2012

### CALENDAR FOR 2011

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

### CALENDAR FOR 2012

| January              | February             | March                | April                | May                  | June                 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 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        | S M T W T F S        |
| 1 2 3 4 5 6 7        | 1 2 3 4              | 1 2 3                | 1 2 3 4 5 6 7        | 1 2 3 4 5            | 1 2                  |
| 8 9 10 11 12 13 14   | 5 6 7 8 9 10 11      | 4 5 6 7 8 9 10       | 8 9 10 11 12 13 14   | 6 7 8 9 10 11 12     | 3 4 5 6 7 8 9        |
| 15 16 17 18 19 20 21 | 12 13 14 15 16 17 18 | 11 12 13 14 15 16 17 | 15 16 17 18 19 20 21 | 13 14 15 16 17 18 19 | 10 11 12 13 14 15 16 |
| 22 23 24 25 26 27 28 | 19 20 21 22 23 24 25 | 18 19 20 21 22 23 24 | 22 23 24 25 26 27 28 | 20 21 22 23 24 25 26 | 17 18 19 20 21 22 23 |
| 29 30 31             | 26 27 28 29          | 25 26 27 28 29 30 31 | 29 30                | 27 28 29 30 31       | 24 25 26 27 28 29 30 |