

## Employee Work Calendar - (215 days)

### 2023-2024

|              | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  | Student days | Work Days | Paid Days |  |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|-----------|-----------|--|
|              |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 215 | 214 | 213 | 212 | 211 |     |     | 210 | 209 | 208 | 207 | 206 |     |     | 205 |              |           |           |  |
| <b>July</b>  |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | 0            | 11        | 11        |  |
|              | 204 | 203 | 202 | 201 |     |     |     | 200 | 199 | 198 | 197 | 196 |     |     | 195 | 194 | 193 | 192 | 191 |     |     | 190 | 189 | 188 | 187 | 186 |     |     | 185 | 184 | 183 | 182          |           |           |  |
| <b>Aug.</b>  | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | 2            | 23        | 23        |  |
|              | 181 |     |     | 180 | 179 | 178 | 177 | 176 |     |     |     | 175 | 174 | 173 | 172 | 171 |     |     | 170 | 169 | 168 | 167 | 166 |     |     | 165 | 164 | 163 | 162 | 161 |     |              |           |           |  |
| <b>Sept.</b> | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | 20           | 20        | 21        |  |
|              |     | 160 | 159 | 158 | 157 | 156 |     |     |     |     |     |     |     |     |     | 155 | 154 | 153 | 152 | 151 |     |     | 150 | 149 | 148 | 147 | 146 |     |     | 145 | 144 |              |           |           |  |
| <b>Oct.</b>  |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | 17           | 17        | 17        |  |
|              | 143 | 142 | 141 |     |     |     | 140 | 139 | 138 | 137 | 136 |     |     | 135 | 134 | 133 | 132 | 131 |     |     | 130 | 129 |     | 128 |     |     | 127 | 126 | 125 | 124 |     |              |           |           |  |
| <b>Nov.</b>  | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | 18  | 19           | 20        |           |  |
|              | 123 |     |     | 122 | 121 | 120 | 119 | 118 |     |     |     | 117 | 116 | 115 | 114 | 113 |     |     |     |     |     |     |     |     | 112 |     |     |     |     |     |     |              |           |           |  |
| <b>Dec.</b>  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | 11           | 11        | 12        |  |
|              | 111 | 110 | 109 | 108 | 107 |     |     | 106 | 105 | 104 | 103 | 102 |     |     |     | 101 | 100 | 99  | 98  |     |     | 97  | 96  | 95  | 94  | 93  |     |     | 92  | 91  | 90  |              |           |           |  |
| <b>Jan.</b>  | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | 21           | 21        | 22        |  |
|              | 89  | 88  |     |     | 87  | 86  | 85  | 84  | 83  |     |     |     | 82  | 81  | 80  | 79  | 78  |     |     |     | 77  | 76  | 75  | 74  | 73  |     |     | 72  | 71  | 70  | 69  |              |           |           |  |
| <b>Feb.</b>  | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  |     |     | 20           | 22        | 22        |  |
|              | 68  |     |     | 67  | 66  | 65  | 64  | 63  |     |     |     | 62  | 61  | 60  | 59  | 58  |     |     | 57  | 56  | 55  | 54  | 53  |     |     | 52  | 51  | 50  | 49  | 48  |     |              |           |           |  |
| <b>Mar.</b>  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | 21           | 21        | 21        |  |
|              |     |     |     |     |     |     |     | 47  | 46  | 45  | 44  | 43  |     |     | 42  | 41  | 40  | 39  | 38  |     |     | 37  | 36  | 35  | 34  | 33  |     |     | 32  | 31  |     |              |           |           |  |
| <b>Apr.</b>  | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | 17  | 17           | 17        |           |  |
|              | 30  | 29  | 28  |     |     | 27  | 26  | 25  | 24  | 23  |     |     | 22  | 21  | 20  | 19  | 18  |     |     | 17  | 16  | 15  | 14  | 13  |     |     | 12  | 11  | 10  | 9   |     |              |           |           |  |
| <b>May</b>   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   | 17           | 21        | 21        |  |
|              |     |     | 8   | 7   | 6   | 5   | 4   |     |     |     | 3   | 2   | 1   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |              |           |           |  |
| <b>June</b>  |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | M   | T   | W   | TH  | F   |     |     | 0   | 8            | 8         |           |  |

|             |  |   |  |  |               |            |            |            |
|-------------|--|---|--|--|---------------|------------|------------|------------|
| <b>KEY:</b> | <span style="background-color: #FFC0CB; border: 1px solid black; padding: 2px;">4</span> Paid Holiday                      | <span style="background-color: #FFDAB9; border: 1px solid black; padding: 2px;"></span> Staff Open/Close            | <span style="background-color: #D3D3D3; border: 1px solid black; padding: 2px;"></span> Weekends         |  | <b>Totals</b> | <b>164</b> | <b>211</b> | <b>215</b> |
|             | <span style="background-color: #ADD8E6; border: 1px solid black; padding: 2px;"></span> Non Work Day                       | <span style="background-color: #FFB6C1; border: 1px solid black; padding: 2px;"></span> First/Last Day for Students | <span style="background-color: #FFFF00; border: 1px solid black; padding: 2px;"></span> Team Hopkins Day |  |               |            |            |            |
|             | <span style="background-color: #FFDAB9; border: 1px solid black; padding: 2px;">6</span> Equivalency (Non-Reporting) Days* | * Please contact your immediate supervisor with questions regarding equivalency (non-reporting) days.*              |  |  |               |            |            |            |

Employees starting on the following days earn the following accruals:

