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|  |  | TIME OFF CALENDAR | | | | | | |  |  | MONTH: **DEC/24** | |  |
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|  | **MONDAY** | | **TUESDAY** | | **WEDNESDAY** | | **THURSDAY** | | **FRIDAY** | | **SATURDAY** | | **SUNDAY** | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |
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|  |  | **2** |  | **3** |  | **4** |  | **5** |  | **6** |  | **7** |  | **8** |  |
|  |  | **Teresa Miles** |  |  |  | **Emma Green** |  |  |  |  |  |  |  |  |  |
|  | 1 Year Anniversary |  | Education |  |  |  |  |  |
|  |  | **Monica Weatherborn** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Birthday |  |  |  |  |  |  |  |
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|  |  | **9** |  | **10** |  | **11** |  | **12** |  | **13** |  | **14** |  | **15** |  |
|  |  |  |  | **Peter Hue** |  |  |  | **Ostin Rogers** |  | **Ostin Rogers** |  | **Ostin Rogers** |  | **Ostin Rogers** |  |
|  |  | Jury duty |  | Adoption leave | Adoption leave | Adoption leave | Adoption leave |  |
|  |  |  |  | **Donovan Queen** |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Volunteering |  |  |  |  |  |  |
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|  |  | **16** |  | **17** |  | **18** |  | **19** |  | **20** |  | **21** |  | **22** |  |
|  |  |  |  |  |  | **Ostin Rogers** |  | **Monica Weatherborn** |  | **Monica Weatherborn** |  |  |  |  |  |
|  |  |  | Birthday | Family leave | Family leave |  |  |  |
|  |  |  |  |  |  | **Monica Weatherborn** |  |  |  |  |  |  |  |  |  |
|  |  |  | Family leave |  |  |  |  |  |
|  |  |  |  |  |  | **Teresa Miles** |  |  |  |  |  |  |  |  |  |
|  |  |  | Administration |  |  |  |  |  |
|  |  | **23** |  | **24** |  | **25** |  | **26** |  | **27** |  | **28** |  | **29** |  |
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|  |  | **30** |  | **31** |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Emma Green** |  |  |  | Use this sheet to record whenever employee is not working or available for work. Absences can be planned or unplanned, paid or unpaid, depending on the company’s policies and the employee’s circumstances. This template is generally more structured to record the unpaid time off that employees can take for personal or professional reasons, such as education, training, volunteering, or sabbatical. Leave of absence is usually requested and approved in advance by the employer, and may have a limit or a condition. | | | | | | | |  |  |
|  | Education |  |  |  |  |
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