TIME OFF CALENDAR

MONTH: DEC/24

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						1
2 **Teresa Miles** 1 Year Anniversary **Monica Weatherborn** Birthday	3 **Emma Green** Education	4	5	6	7	8
9	10 **Peter Hue** Jury duty **Donovan Queen** Volunteering	11	12 **Ostin Rogers** Adoption leave	13 **Ostin Rogers** Adoption leave	14 **Ostin Rogers** Adoption leave	15 **Ostin Rogers** Adoption leave
16	17	18 **Ostin Rogers** Birthday **Monica Weatherborn** Family leave **Teresa Miles** Administration	19 **Monica Weatherborn** Family leave	20 **Monica Weatherborn** Family leave	21	22
23	24	25	26	27	28	29
30 **Emma Green** Education	31					

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.