

NAME _____ SUPERVISOR _____

DEPARTMENT _____ TITLE _____

JANUARY 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
		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		

FEBRUARY 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
					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	

MARCH 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
						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					

APRIL 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
		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			

MAY 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
				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

JUNE 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
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					

JULY 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
		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		

AUGUST 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
					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						

SEPTEMBER 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
	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				

OCTOBER 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
			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	

NOVEMBER 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
						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						

DECEMBER 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
	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 **			

** The 2008 holiday calendar can be found on the HARVie website at <http://harvie.harvard.edu/benefits/timeoff/holiday.shtml>

PAID VACATION DAYS

PAID SICK DAYS

Month	Begin Bal	+	Days/Hrs Added	-	Days/Hrs Used	=	End Balance
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

Begin Bal	+	Days/Hrs Added	-	Days/Hrs Used	=	End Balance

Personal Days - Dates Taken