

NAME _____ SUPERVISOR _____

DEPARTMENT _____ TITLE _____

JANUARY 2009						
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 2009						
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

MARCH 2009						
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 2009						
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 2009						
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 2009						
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 2009						
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 2009						
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 2009						
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 2009						
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 2009						
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 2009						
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 2009 holiday calendar can be found on the HSPH website at <http://www.hsph.harvard.edu>

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