



<b>Name:</b>			<b>Faculty Supervisor:</b>		
<b>Department:</b>					

July 2023						
Su	M	Tu	W	Th	F	S
						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 2023						
Su	M	Tu	W	Th	F	S
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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 2023						
Su	M	Tu	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	S
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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 2024						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	S
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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 2024						
Su	M	Tu	W	Th	F	S
						1
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23	24	25	26	27	28	29
30						

Independence Day Monday, July 3\* – Tuesday, July 4 (observed)  
 Labor Day Monday, September 4  
 Columbus Day/ Monday, October 9  
 Indigenous People's Day  
 Veterans' Day Friday, November 10 (observed)  
 Thanksgiving Recess Thursday, November 23 – Friday, November 24  
 Christmas Eve Friday, December 22 (half-day holiday observed)  
 Christmas Day Monday, December 25  
 Winter Recess Tuesday, December 26 – Friday, December 29

New Year's Day Monday, January 1  
 Martin Luther King Day Monday, January 15  
 Presidents' Day Monday, February 19  
 Memorial Day Monday, May 27  
 Juneteenth Wednesday, June 19

\*Harvard will observe Monday, July 3 as an additional paid day off this academic year.

**VACATION DAYS:**

Appointees should discuss how best to maintain vacation time records with a department administrator.

### SICK DAYS:

**PERSONAL DAYS:**

- Appointees who begin between July 1 and September 30 receive 3 personal days per appointment year.
- Appointees who begin between October 1 and December 31 receive 2 personal days per appointment year.
- Appointees who begin between January 1 and March 31 receive 1 personal day per appointment year.
- Appointees who begin between April 1 and June 30 receive no personal days until the next appointment year.

*If an appointment is less than full-time, vacation time, personal time, and sick time are prorated.*

## DAYS TAKEN

[illegible]