

Name:	Faculty Supervisor:	
Department:		

July 2023								
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	August 2023								
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October 2023							
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	November 2023							
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	December 2023						
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	January 2024							
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	February 2024								
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	March 2024							
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	April 2024						
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	May 2024						
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June 2024						
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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 Christmas Eve Thursday, November 23 – Friday, November 24 (half-day holiday observed)

Christmas Day Monday, December 25

Winter Recess Tuesday, December 26 – Friday, December 29

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

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

## ATTENDANCE RECORD NOTES July 1, 2023 – June 30, 2024

### **VACATION DAYS:**

Annual appointees are entitled to one month's vacation (20 working days) within the term of an appointment, which should be used before the appointment end date (usually June 30.) Vacation time can only be carried forward into a subsequent year, up to a maximum of thirty (30) days, if approved by the annual appointee's department administrator.

All vacation time must be used before the annual appointee's termination date as any unused time will not be paid following the termination of an appointment.

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

#### **SICK DAYS:**

Sick days are accrued at the rate of 1 day per month and can be carried forward to subsequent appointment terms up to a maximum of 130 days.

# **PERSONAL DAYS:**

Annual appointees are eligible for 3 days of personal time to be used during the term of their appointment (July 1 – June 30). If an academic appointee is less than full-time, days are accrued on a pro-rated basis. Personal time cannot be carried over to the following year.

- 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**

VACATION DAYS	SICK DAYS	PERSONAL DAYS