


Optional Day Granted to active employees on Jan 4, Apr 1, Jul 1, and Oct 1

















Tax and Accounting























 Holiday























 Pay Date

 Overtime Paid Through

2021

JANUARY							FEBRUARY							MARCH							APRIL						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	 7	8	9	10	11	 12	13	 7	8	9	10	11	 12	13	 4	5	6	7	8	 9	10
 10	11	12	13	14	 15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	 21	22	23	24	25	 26	27	 21	22	23	24	25	 26	27	 18	19	20	21	22	 23	24
 24	25	26	27	28	 29	30	28	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8

MAY							JUNE							JULY							AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	 4	5	27	28	29	30	1	 2	3	1	2	3	4	5	6	7
 2	3	4	5	6	 7	8	6	7	8	9	10	11	12	4	 5	6	7	8	9	10	 8	9	10	11	12	 13	14
9	10	11	12	13	14	15	 13	14	15	16	17	 18	19	 11	12	13	14	15	 16	17	15	16	17	18	19	20	21
 16	17	18	19	20	 21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	 22	23	24	25	26	 27	28
 23	24	25	26	27	 28	29	 27	28	29	30	1	2	3	 25	26	27	28	29	 30	31	 29	30	31	1	2	3	4
30	 31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	 5	6	28	29	30	1	2	 3	4
5	 6	7	8	9	 10	11	 3	4	5	6	7	 8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	 14	15	16	17	18	 19	20	 12	13	14	15	16	 17	18
 19	20	21	22	23	 24	25	 17	18	19	20	21	 22	23	21	22	23	24	 25	 26	27	 19	20	21	22	23	 24	25
26	27	28	29	30	1	2	24	25	26	27	28	29	30	 28	29	30	1	2	3	4	26	27	28	29	 30	 31	1
3	4	5	6	7	8	9	 31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8