

# ATTENDANCE | Calendar 2022

**DIRECTIONS:** Use this calendar to track when you're away from work and keep tabs on how much time you have remaining. Start by blocking out planned vacation time. Mark when you take a sick day or take other time off. Watch for patterns that may emerge — they can be clues that something might need to be adjusted.

NAME \_\_\_\_\_  
PHONE # \_\_\_\_\_

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
01 JAN							01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
02 FEB			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28								
03 MAR			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
04 APR						01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
05 MAY	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
06 JUN				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
07 JUL					01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
08 AUG		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
09 SEP					01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
10 OCT						01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
11 NOV			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
12 DEC				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

NOTES:

01 JAN	05 MAY	09 SEP
02 FEB	06 JUN	10 OCT
03 MAR	07 JUL	11 NOV
04 APR	08 AUG	12 DEC

HOLIDAYS	DAY	ALL	GA	HI	MAS	NCAL	WA
New Year's Day	Friday, December 31, 2021	✓					
MLK Jr. Day	Monday, January 17, 2022		✓	✓	✓		✓
Presidents' Day	Monday, February 21, 2022			✓	✓	✓	✓
Kuhio Day (observed)	Friday, March 25, 2022			✓			
Memorial Day	Monday, May 30, 2022	✓					
Kamehameha Day (observed)	Friday, June 10, 2022			✓			
Independence Day	Monday, July 4, 2022	✓					
Admission Day	Friday, August 19, 2022			✓			
Labor Day	Monday, September 5, 2022	✓					
Discoverers' Day	Monday, October 10, 2022			✓			
Veterans' Day	Friday, November 11, 2022			✓			
Thanksgiving Day	Thursday, November 24, 2022	✓					
Day after Thanksgiving	Friday, November 25, 2022			✓			
Christmas Eve Day	Friday, December 23, 2022			✓	+		
Christmas Day	Monday, December 26, 2022	✓					
New Year's Eve Day	Friday, December 30, 2022			✓	+		

Colorado, the Northwest and Southern California do not have any regionally designated holidays. + A choice of one of the two holidays.

- Before calling in to take a day off, ask yourself:**
- How many times have I called in this month?
  - Is there something I can arrange with my co-workers that will make it possible for me to come to work (maybe take a lighter workload, etc.) or pre-schedule time off?
  - Are there changes in my current life that I can make that will improve my work-life balance?
  - Am I taking care of myself, maintaining a healthy lifestyle?