

## STAFF ANNUAL CALENDAR - 2024

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4				1	2	3	4				1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31					29	30	31					29	30	31				

TOTAL WORKING DAYS	ATTENDANCE PERCENTAGE	TOTAL ACTIVE EMPLOYEES	TOTAL HIRED	TOTAL RESIGNED
<input style="width: 100%;" type="text"/>				

HOLIDAYS
Jan 1: New Year's Day
Jan 6: Epiphany
Feb 7: Super Bowl
Feb 12: Chinese New Year
Feb 14: Valentine's Day
Mar 08: Evacuation Day
Mar 28: March Equinox

STAFF LEAVES				
Name	Category	Leave Start	Leave End	No. of Leaves
John	Leave	11 Jan	12 Jan	2
Michael	Business Trip	20 Mar	24 Mar	5

REMAINDERS
Board Meeting on Apr 12.

IMPORTANT NOTES

**[Company Name]**
  
 [Address, Phone Number, Email Address]

