

# DON'T MISS AN HR DATE!

Navigate the year with our calendar templates. Organize, inform, and engage like never before!

[Your Company Name]  
Company Address  
Company Email | Company Phone

YOUR LOGO

EMPLOYEE LEAVE SCHEDULE CALENDAR  
NOVEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
x	x	x	x	x	1	2
3	4 Richard Abrams (Vacation Leave)	5 Richard Abrams (Vacation Leave)	6 Richard Abrams (Vacation Leave)	7	8 Sarah Edwards (Family Event)	9
10	11	12 Michael Ederson (Personal Leave)	13 Michael Ederson (Personal Leave)	14	15	16
17	18	19	20	21 Jim Smith (Medical Appointment)	22	23
24	25	26	27	28	29 Joseph Gallagher (Vacation Leave)	30

