OTBS 11 MONTH TRADITIONAL 239 DAYS
Clerical/Secretarial/Technical

|  | M | T | W | Th | F |
| :---: | :---: | :---: | :---: | :---: | :---: |
| JULY | 1 | 2 | 3 | H/4 | 5 |
|  | X |  | X | X | X |
| AUGUST |  |  |  | 1 | 2 |
| SEPTEMBER |  |  |  | 5 | 6 |
|  | X | X | X | X | X |
| OCTOBER |  |  | 2 | 3 | 4 |
|  |  | X | X | X | X |


| M | T | W | Th | F |
| :---: | :---: | :---: | :---: | :---: |
| 8 | 9 | 10 | 11 | 12 |
| X |  |  |  |  |
| 5 | 6 | 7 | 8 | 9 |
| X | X | X | X | X |
| 9 | 10 | 11 | 12 | 13 |
| X | X | X | X | X |
| 7 | 8 | 9 | 10 | 11 |
| X | X | X | X | X |

NOVEMBER


$$
\begin{array}{|c|c|c|c|c|}
\hline 4 & 5 & 6 & 7 & 8 \\
\mathrm{x} & \mathrm{X} & \mathrm{X} & \mathrm{X} & \mathrm{X} \\
\hline
\end{array}
$$

$\square$


| 6 | 7 | 8 | 9 | 10 |
| :---: | :---: | :---: | :---: | :---: |
| X | X | X | X | X |
| 10 | 11 | 12 | 13 | $\mathrm{H} / 14$ |
| X | X | X | X | X |


Spring Break

| MARCH | $\begin{aligned} & 2 \\ & x \end{aligned}$ | $\begin{aligned} & 3 \\ & x \end{aligned}$ | $\begin{aligned} & 4 \\ & x \end{aligned}$ | $\begin{aligned} & 5 \\ & x \end{aligned}$ | 6 $\times$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Spring Break |  |  |  |  |
| APRIL |  |  | V/1 X | $\begin{gathered} \mathrm{V} / 2 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} \mathrm{V} / 3 \\ \mathrm{X} \end{gathered}$ |
| MAY |  |  |  |  | 1 |
| JUNE | 1 $X$ | $\begin{aligned} & 2 \\ & \mathrm{x} \end{aligned}$ | $\begin{aligned} & 3 \\ & x \end{aligned}$ | $\begin{aligned} & 4 \\ & \times \end{aligned}$ | $\begin{aligned} & 5 \\ & \mathrm{x} \end{aligned}$ |

$\square$

| 6 | 7 | 8 | 9 | 10 |
| :---: | :---: | :---: | :---: | :---: |
| X | X | X | X | X |
| 4 | 5 | 6 | 7 | 8 |
| X | X | X | X | X |
| 8 | 9 | 10 | 11 | 12 |
| X | X | X | X | X |

Time and Labor Calendar = L11 TOTBS

X = Paid Days
H = Mandated or Declared Holiday
V = Vacation
F= Furlough

| M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 |  |  |
| $\begin{gathered} 12 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 13 \\ \mathrm{x} \end{gathered}$ | $\begin{gathered} 14 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 15 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 16 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 19 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 20 \\ x \end{gathered}$ | $\begin{gathered} 21 \\ x \end{gathered}$ | $\begin{gathered} 22 \\ x \end{gathered}$ | $\begin{gathered} 23 \\ \mathrm{x} \end{gathered}$ | $\begin{gathered} \hline 26 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 27 \\ X \end{gathered}$ | $\begin{gathered} 28 \\ X \end{gathered}$ | $\begin{gathered} 29 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 30 \\ \times \end{gathered}$ |
| $\begin{gathered} 16 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} 17 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 18 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 19 \\ \mathbf{X} \end{gathered}$ | 20 $X$ | $\begin{gathered} 23 \\ \mathbf{x} \end{gathered}$ | 24 $X$ | $\begin{gathered} 25 \\ \mathrm{X} \end{gathered}$ | 26 $X$ | 27 $X$ | 30 $\times$ |  |  |  |  |
| $\begin{gathered} 14 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} 15 \\ \mathrm{X} \end{gathered}$ | 16 X | 17 $X$ | 18 $X$ | 21 X | 22 X | 23 $\times$ | 24 $\times$ | 25 $\times$ | 28 X | 29 X | 30 $\times$ | 31 $\times$ |  |


| TOTALS |  | CUM TOTALS |
| :---: | :---: | :---: |
| Jul | 6 | 6 |
| Aug | 20 | 26 |
| Sep | 21 | 47 |
| Oct | 23 | 70 |


| $\mathrm{H} / 11$ | 12 | 13 | 14 | 15 |
| :---: | :---: | :---: | :---: | :---: |
| X | X | X | X | X |


| 18 | 19 | 20 | 21 | 22 |
| :---: | :---: | :---: | :---: | :---: |
| X | X | X | X | X |
| Winter Break |  |  |  |  |



| $\begin{gathered} 13 \\ \mathrm{X} \end{gathered}$ | $\begin{aligned} & 14 \\ & \times \end{aligned}$ | $\begin{gathered} 15 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{gathered} 16 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} 17 \\ \mathrm{X} \\ \hline \end{gathered}$ | H/20 X | $\begin{aligned} & 21 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | 22 $\times$ | 23 $\times$ | 24 <br> $\times$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{gathered} \mathrm{H} / 17 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 18 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 19 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 20 \\ x \end{gathered}$ | 21 $X$ | 24 $X$ | 25 $X$ | 26 $\times$ | 27 $X$ | 28 $X$ |



Spring Break


| $\begin{gathered} 13 \\ \mathrm{x} \\ \hline \end{gathered}$ | $\begin{gathered} 14 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} 15 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 16 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{gathered} 17 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 20 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 21 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} 22 \\ \mathrm{x} \end{gathered}$ | $\begin{gathered} 23 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 24 \\ \mathrm{X} \\ \hline \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{gathered} 11 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 12 \\ \mathrm{x} \end{gathered}$ | $\begin{gathered} 13 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{gathered} 14 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 15 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 18 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} 19 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 20 \\ x \end{gathered}$ | 21 $X$ | 22 |
| $\begin{gathered} 15 \\ \mathrm{X} \end{gathered}$ | 16 $X$ | 17 $X$ | 18 $X$ | 19 $X$ | 22 $\times$ | 23 $X$ | 24 $X$ | 25 $X$ | 26 $X$ |


*Note: 11/25-11/27 are non-paid days and will be docked from the 12/30/2019 paycheck. $5 / 22 / 20$ is a non-paid day and will be docked from the 05/29/20 paycheck.

| Mar | 22 | 175 |
| :---: | :---: | :---: |



| Apr | 22 | 197 |
| :---: | :---: | :---: |
| May | 20 | 217 |
| Jun | 22 | 239 |
| Total | $\mathbf{2 3 9}$ | $\mathbf{2 3 9}$ |

