

EMPLOYEE LEAVE SCHEDULE CALENDAR

[Your Company Name]

[Your Company Address]
[Your Company Email]
[Your Company Number]

NOVEMBER 2024

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|--|--|---|--|--|-----|
| | | | | | 1 | 2 |
| 3 | 4 Richard Adams (Vacation Leave) | 5 Richard Adams (Vacation Leave) | 6 Richard Adams (Vacation Leave) | 7 | 8 Sarah Williams (Family Event) | 9 |
| 10 | 11 | 12 Michael Chen (Sick Leave) | 13 Richard Adams (Vacation Leave) | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 Jan Smith (Medical Appointment) | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 Joseph Rodriguez (Vacation Leave) | 30 |



Sample Leave Schedule

United States Department of the Army

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