

# 2021-22 PART-TIME ANNUAL CALENDAR EXAMPLE/TEMPLATE

Monthly totals are approximately based on 29 hours a week. Hours for Holidays are marked with a red "H" and Closures marked with a blue "C" are not counted in the monthly totals.

This calendar is to help assist with the monthly calculations of part-time hours.

JULY 2021						
S	M	T	W	T	F	S
				1	2	3
				6	5	
4	5	6	7	8	9	10
	H	6	6	6	5	
11	12	13	14	15	16	17
	6	6	6	6	5	
18	19	20	21	22	23	24
	6	6	6	6	H	
25	26	27	28	29	30	31
	6	6	6	6	5	

Weekly Hours

11

23

29

24

29

July Total

116

OCTOBER 2021						
S	M	T	W	T	F	S
					1	2
					5	
3	4	5	6	7	8	9
	6	6	6	6	5	
10	11	12	13	14	15	16
	6	6	6	6	5	
17	18	19	20	21	22	23
	6	6	6	6	5	
24/31	25	26	27	28	29	30
	6	6	6	6	5	

Weekly Hours

5

29

29

29

29

October Total

121

JANUARY 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	6	6	6	6	5	
9	10	11	12	13	14	15
	6	6	6	6	5	
16	17	18	19	20	21	22
	H	6	6	6	5	
23	24	25	26	27	28	29
	6	6	6	6	5	
30	31					
	6					

Weekly Hours

0

29

29

23

29

January Total

116

APRIL 2022						
S	M	T	W	T	F	S
					1	2
					5	
3	4	5	6	7	8	9
	6	6	6	6	5	
10	11	12	13	14	15	16
	6	6	6	6	5	
17	18	19	20	21	22	23
	6	6	6	6	5	
24	25	26	27	28	29	30
	6	6	6	6	5	

Weekly Hours

5

29

29

29

29

April Total

121

AUGUST 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
	6	6	6	6	5	
8	9	10	11	12	13	14
	6	6	6	6	5	
15	16	17	18	19	20	21
	6	6	6	6	5	
22	23	24	25	26	27	28
	6	6	6	6	5	
29	30	31				
	6	6				

Weekly Hours

29

29

29

29

29

12

August Total

128

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	6	6	6	6	5	
7	8	9	10	11	12	13
	6	6	6	6	5	
14	15	16	17	18	19	20
	6	6	6	6	5	
21	22	23	24	25	26	27
	6	6	6	H	H	
28	29	30				
	6	6				

Weekly Hours

29

29

29

29

18

November Total

117

FEBRUARY 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
		6	6	6	5	
6	7	8	9	10	11	12
	6	6	6	6	5	
13	14	15	16	17	18	19
	6	6	6	6	5	
20	21	22	23	24	25	26
	H	6	6	6	5	
27	28					
	6					

Weekly Hours

23

29

29

29

23

February Total

110

MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
	6	6	6	6	5	
8	9	10	11	12	13	14
	6	6	6	6	5	
15	16	17	18	19	20	21
	6	6	6	6	5	
22	23	24	25	26	27	28
	6	6	6	6	5	
29	30	31				
	H	6				

Weekly Hours

29

29

29

29

6

May Total

122

SEPTEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
			6	6	5	
5	6	7	8	9	10	11
	H	6	6	6	5	
12	13	14	15	16	17	18
	6	6	6	6	5	
19	20	21	22	23	24	25
	6	6	6	6	5	
26	27	28	29	30		
	6	6	6	6		

Weekly Hours

17

23

29

29

24

September Total

122

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
			6	6	5	
5	6	7	8	9	10	11
	6	6	6	6	5	
12	13	14	15	16	17	18
	6	6	6	6	5	
19	20	21	22	23	24	25
	6	6	6	6	H	
26	27	28	29	30	31	
	H	H	C	C	H	

Weekly Hours

17

29

29

24

0

December Total

99

MARCH 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
		6	6	6	5	
6	7	8	9	10	11	12
	6	6	6	6	5	
13	14	15	16	17	18	19
	6	6	6	6	5	
20	21	22	23	24	25	26
	6	6	6	6	5	
27	28	29	30	31		
	6	6	6	6		

Weekly Hours

23

29

29

29

24

March Total

134

JUNE 2022						
S	M	T	W	T	F	S
			1	2	3	4
			6	6	5	
5	6	7	8	9	10	11
	6	6	6	6	5	
12	13	14	15	16	17	18
	6	6	6	6	5	
19	20	21	22	23	24	25
	6	6	6	6	5	
26	27	28	29	30		
	6	6	6	6		

Weekly Hours

17

29

29

29

24

June Total

128

This calendar is to assist in the monthly calculations of part-time hours.

Supervisors and employees are responsible for ensuring 125 hours are not exceeded for any given month.

Created by: Human Resources - Phone: 801-957-4210