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| SCS Staffing Employee Vacation Request Log |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name : |  | Department Name: |  | | Supervisor Name: |  | Date : |  |   A 30 days' notice must be given for a vacation request  All vacation requests are granted upon supervisor approval  Employee must check for scheduled conflicts prior to submitting a vacation or time-off request  Only one staff member can be on vacation at a time   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Employee Name | Starting | Ending | Schedule Conflicts | Employee Signature | Supervisor Signature Approved? | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

**Calendar for year 2018 (United States)**

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| --- | --- | --- | --- | --- |
| [**January**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=1&country=1) |  | [**February**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=2&country=1) |  | [**March**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=3&country=1) |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  |  |  | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| 1:1Q 9:F 16:3Q 23:N 30:1Q |  | 7:F 14:3Q 21:N 29:1Q |  | 8:F 14:3Q 22:N 30:1Q |
|  | | | | |
| [**April**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=4&country=1) |  | [**May**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=5&country=1) |  | [**June**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=6&country=1) |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 6:F 13:3Q 21:N 29:1Q |  | 5:F 12:3Q 20:N 28:1Q |  | 4:F 11:3Q 19:N 26:1Q |
|  | | | | |
| [**July**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=7&country=1) |  | [**August**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=8&country=1) |  | [**September**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=9&country=1) |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 |  |  |  |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  |  |  | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | 31 |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 |  |  |  |  |  |  | |
| 3:F 10:3Q 19:N 26:1Q |  | 1:F 9:3Q 17:N 24:1Q 31:F |  | 8:3Q 15:N 22:1Q 29:F |
|  | | | | |
| [**October**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=10&country=1) |  | [**November**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=11&country=1) |  | [**December**](http://www.timeanddate.com/calendar/monthly.html?year=2012&month=12&country=1) |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 |  |  |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Su | Mo | Tu | We | Th | Fr | Sa | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 |  |  |  |  |  | |
| 8:3Q 15:N 21:1Q 29:F |  | 6:3Q 13:N 20:1Q 28:F |  | 6:3Q 13:N 20:1Q 28:F |

| **Paid Holidays and Observances after 90 days of employment** |
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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Jan 1 | [New Year's Day](http://www.timeanddate.com/holidays/us/new-year-day) | | Jan 2 | ['New Year's Day' observed](http://www.timeanddate.com/holidays/us/new-year-day) | | Jan 16 | [Martin Luther King Day](http://www.timeanddate.com/holidays/us/martin-luther-king-day) | | Feb 14 | [Valentine's Day](http://www.timeanddate.com/holidays/us/valentine-day) | | Feb 20 | [Presidents' Day](http://www.timeanddate.com/holidays/us/washington-birthday) | | Apr 8 | [Easter Sunday](http://www.timeanddate.com/holidays/us/easter-sunday) | | May 13 | [Mother's Day](http://www.timeanddate.com/holidays/us/mothers-day) | | May 28 | [Memorial Day](http://www.timeanddate.com/holidays/us/memorial-day) | | Jun 17 | [Father's Day](http://www.timeanddate.com/holidays/us/fathers-day) | | Jul 4 | [Independence Day](http://www.timeanddate.com/holidays/us/independence-day) | |  |  | |  |  | | --- | --- | | Sep 3 | [Labor Day](http://www.timeanddate.com/holidays/us/labor-day) | | Oct 8 | [Columbus Day (Most regions)](http://www.timeanddate.com/holidays/us/columbus-day) | | Oct 31 | [Halloween](http://www.timeanddate.com/holidays/us/halloween) | | Nov 6 | [Election Day](http://www.timeanddate.com/holidays/us/election-day) | | Nov 11 | [Veterans Day](http://www.timeanddate.com/holidays/us/veterans-day) | | Nov 12 | ['Veterans Day' observed](http://www.timeanddate.com/holidays/us/veterans-day) | | Nov 22 | [Thanksgiving Day](http://www.timeanddate.com/holidays/us/thanksgiving-day) | | Dec 24 | [Christmas Eve](http://www.timeanddate.com/holidays/us/christmas-eve) | | Dec 25 | [Christmas Day](http://www.timeanddate.com/holidays/us/christmas-day) | | Dec 31 | [New Year's Eve](http://www.timeanddate.com/holidays/us/new-year-eve) | | |