

2022-2023 WORK CALENDAR ~ Receptionist 193 Days

July 2022

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	*20	21
24	25	26	27	28
31				

November 2022

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2023

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	*16	17
20	21	22	23	24
27	28			

March 2023

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

No work no pay days

Holidays-paid ~ non work day

\*PT conference day – Receptionist is scheduled

to work day and evening on October 20, 2022 & February 16, 2023 for PT conferences.

PT conf. Days are only counted as 1 work day each. You will get compensated for additional hours worked those days. Lunch and dinner break are not paid.

Clock out at the end of conferences and then add missing record for dinner break.

First day of work – August 1, 2022

Last day of work – May 30, 2023

Number of days worked includes paid holidays

- Paid Holidays: Labor Day, Thanksgiving, Christmas, New Year's, Human Right's Day, Presidents Day, Memorial Day (If scheduled and still working that day).

July	00
August	23
September	22
October	19
November	18
December	15
January	20
February	18
March	17
April	19
May	22
June	00
	193