2023 Holiday Leave Planning Calendar

Team	Fri, Dec 1	Sat, Dec 2	Sun, Dec 3	Mon, Dec 4	Tue, Dec 5	Wed, Dec 6	Thu, Dec 7	Fri, Dec 8	Sat, Dec 9	Sun, Dec 10	Mon, Dec 11	Tue, Dec 12	Wed, Dec 13	Thu, Dec 14	Fri, Dec 15	Sat, Dec 16	Sun, Dec 17	Mon, Dec 18	Tue, Dec 19	Wed, Dec 20	Thu, Dec 21	Fri, Dec 22	Sat, Dec 23	Sun, Dec 24	Mon, Dec 25	Tue, Dec 26	Wed, Dec 27	Thu, Dec 28	Fri, Dec 29	Sat, Dec 30	Sun, Dec 31	Mon, Jan 1	Tue, Jan 2
Working	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Working Status		Count Limits
W	Working	3
OF	Off, using a floating holiday	
OP	Off, using paid time off/vacation	5
OH	Off, using holiday	
Add Yours		
Add yours 2		

Instructions:
1. Enter employee names starting in cell B3.
2. Edit working status in B24 to B29 if needed. Start work day codes with W and days off with O.
3. Edit count limits in G24 to G27. Working has a minimum of 3 or it flags red and off has a max of 5 people off or it flags red.
4. Choose status from drop-downs.