

2021 Working Days Calendar

See back side for instructions

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

January Working Days

No Holidays Observed 21
 1 Holiday Observed 20
 2 Holidays Observed 19

January Holidays

New Year's Day - Jan 1
 Martin Luther King Day - Jan 18

February Working Days

No Holidays Observed 20
 1 Holiday Observed 19

February Holidays

Presidents' Day - Feb 15

March Working Days

No Holidays Observed 23

April Working Days

No Holidays Observed 22

May Working Days

No Holidays Observed 21
 1 Holiday Observed 20

May Holidays

Memorial Day - May 31

June Working Days

No Holidays Observed 22
 1 Holiday Observed 21

June Holidays

Juneteenth Observed - Jun 18

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

July Working Days

No Holidays Observed 22
 1 Holiday Observed 21

July Holidays

Independence Day Observed - Jul 5

August Working Days

No Holidays Observed 22

September Working Days

No Holidays Observed 22
 1 Holiday Observed 21

September Holidays

Labor Day - Sep 6

October Working Days

No Holidays Observed 21
 1 Holiday Observed 20

October Holidays

Columbus Day - Oct 11

November Working Days

No Holidays Observed 22
 1 Holiday Observed 21
 2 Holidays Observed 20
 3 Holidays Observed 19

November Holidays

Veteran's Day - Nov 11
 Thanksgiving Day - Nov 25
 Day After Thanksgiving - Nov 25

December Working Days

No Holidays Observed 23
 1 Holiday Observed 22
 2 Holidays Observed 21

December Holidays

Christmas Day Observed - Dec 24
 New Year's Day Observed - Dec 31

2021 Working Days Calendar Instructions

The Working Days Calendar provides you with a quick count of the number of working days each month. It is important for you to note that the working days shown may vary from your van's actual operation.

Working Days are the number of actual days that the van is used to commute to work during your usual work schedule (5-day, 4/10, 9/80, etc.). Do not count holidays or regular days off, as those are in excess of your usual commute schedule. Please connect with our Accounting Rideshare Services Representative for further assistance, if needed.

The number of working days you'll see on the calendar assumes a 5-day work week schedule. For example, in January, not operating the van for work on either New Year's Day or Martin Luther King Jr.'s Birthday, means 1 holiday observed and the number of working days is 20. Not operating the van for work on New Year's Day and Martin Luther King Jr.'s Birthday, means 2 holidays observed and the number of working days is 19.

Groups on alternative work schedules such as "9/80s," "4/10s," "3-Day," "6-Day" or "7-Day" can use the Working Days Calendar to count the number of days traveled specific to their work schedule.

You need the number of days the van was used for work each month to calculate your group's Allowed Miles. You record the Allowed Miles for the previous month in the Trip Information (section 2) of your Monthly Report. To calculate Allowed Miles, multiply your group's Round Trip Miles (your actual round trip miles rounded up to the nearest multiple of 5) by the actual number of days the van traveled to work. Vanshare groups record their actual round trip miles and actual days traveled.