

## 2020 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. However, groups on alternative work schedules such as "9/80s," "4/10s," "3-Day," "6-Day" or "7-Day" can also use the Working Days Calendar to record each day the van traveled to and from work.

For example, in January, if your van has either New Year's Day or Martin Luther King Jr.'s Birthday off, 1 holiday is observed and the number of working days is 22. If your van has both New Year's Day and Martin Luther King Jr.'s Birthday off, 2 holidays are observed and the number of working days is 21.

You need the number of working days each month to calculate your group's Allowable Miles. You record the Allowable Miles for the previous month in the Mileage section of your Monthly Report. To calculate Allowable Miles, multiply your group's Daily Round Trip Miles figure (your actual round trip miles rounded up to the nearest multiple of 5) by the actual number of days (up to, but not exceeding number of days allowed on working days calendar). Vanshare groups record their actual round trip miles and actual operating days.