# 2021 Working Days Calendar

See back side for instructions

<table>
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<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
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January Working Days
- No Holidays Observed 21
- January Holidays
  - New Year's Day - Jan 1
  - Martin Luther King Day - Jan 18

February Working Days
- No Holidays Observed 20
- 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
- May Holidays
  - Memorial Day - May 31

June Working Days
- No Holidays Observed 22
- Juneteenth Observed - Jun 18

July Working Days
- No Holidays Observed 22

August Working Days
- No Holidays Observed 22

September Working Days
- No Holidays Observed 22

October Working Days
- No Holidays Observed 21
- October Holidays
  - Columbus Day - Oct 11

November Working Days
- No Holidays Observed 22
- November Holidays
  - Veteran's Day - Nov 11
  - Thanksgiving Day - Nov 25
  - Day After Thanksgiving - Nov 25

December Working Days
- No Holidays Observed 23
- December Holidays
  - Christmas Day Observed - Dec 24
  - New Year's Day Observed - Dec 31

July Holidays
- Independence Day Observed - Jul 5

August Holidays
- Independence Day Observed - Jul 5
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.