**Holiday Schedule**

(Insert Period & Year/Month)

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| **Prepared By** |
| **Name:** |  |
| **Designation:** |  |
|  |
| **Name of the Holiday to be Observed** | **Holiday Description** | **Day** | **Date** |
| (Insert name of the holiday) | (Insert holiday description) | (Insert day) | (Insert date) |
| (Insert name of the holiday) | (Insert holiday description) | (Insert day) | (Insert date) |
| (Insert name of the holiday) | (Insert holiday description) | (Insert day) | (Insert date) |
| (Insert name of the holiday) | (Insert holiday description) | (Insert day) | (Insert date) |
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| (Insert name of the holiday) | (Insert holiday description) | (Insert day) | (Insert date) |
| (Insert name of the holiday) | (Insert holiday description) | (Insert day) | (Insert date) |
| (Insert name of the holiday) | (Insert holiday description) | (Insert day) | (Insert date) |
| **Total Number of Holidays for the Period** |  |

https://www.schedulesbox.com/