### 2017 Working Days Calendar

**January Working Days:**
- No holidays observed - 22
- 1 holiday observed - 21
- 2 holidays observed - 20

**January Holidays:**
- New Year’s Day - Jan. 2
- MLK Jr. Day - Jan. 16

**February Working Days:**
- No holidays observed - 20
- 1 holiday observed - 19

**February Holidays:**
- Presidents Day - Feb. 20

**March Working Days:**
- No holidays observed - 23

**March Holidays:**
- No holidays observed

**April Working Days:**
- No holidays observed - 20
- 1 holiday observed - 21

**April Holidays:**
- No holidays observed

**May Working Days:**
- No holidays observed - 23
- 1 holiday observed - 22

**May Holidays:**
- Memorial Day - May 29

**June Working Days:**
- No holidays observed - 22

**June Holidays:**
- No holidays observed

**July Working Days:**
- No holidays observed - 21
- 1 holiday observed - 20

**July Holidays:**
- Independence Day - Jul. 4

**August Working Days:**
- No holidays observed - 23

**August Holidays:**
- Labor Day - Sep. 4

**September Working Days:**
- No holidays observed - 21
- 1 holiday observed - 20

**September Holidays:**
- No holidays observed

**October Working Days:**
- No holidays observed - 22

**October Holidays:**
- No holidays observed

**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. 10
- Thanksgiving Day - Nov. 23
- Native American Heritage Day - Nov. 24

**December Working Days:**
- No holidays observed - 21
- 1 holiday observed - 20

**December Holidays:**
- Christmas - Dec. 25
2017 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” 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 21. 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 20.

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.