

# 2011 Calendar

Prepared by HR 12/14/10

Jan. 20 days							
S	M	T	W	T	F	S	WK
						1	1
2	3	4	5	6	7	8	2
9	10	11	12	13	14	15	3
16	17	18	19	20	21	22	4
23	24	25	26	27	28	29	5
30	31						6

Feb. 15 days							
S	M	T	W	T	F	S	WK
		1	2	3	4	5	6
6	7	8	9	10	11	12	7
13	14	15	16	17	18	19	8
20	21	22	23	24	25	26	9
27	28						10

Mar. 23 days							
S	M	T	W	T	F	S	WK
		1	2	3	4	5	10
6	7	8	9	10	11	12	11
13	14	15	16	17	18	19	12
20	21	22	23	24	25	26	13
27	28	29	30	31			14

Apr. 20 days							
S	M	T	W	T	F	S	WK
						1	14
2	3	4	5	6	7	8	15
9	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17
23	24	25	26	27	28	29	18
30	31						

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

Jun. 21 days							
S	M	T	W	T	F	S	WK
				1	2	3	22
4	5	6	7	8	9	10	23
11	12	13	14	15	16	17	24
18	19	20	21	22	23	24	25
25	26	27	28	29	30		26

Jul. 21 days							
S	M	T	W	T	F	S	WK
						1	26
2	3	4	5	6	7	8	27
9	10	11	12	13	14	15	28
16	17	18	19	20	21	22	29
23	24	25	26	27	28	29	30
30	31						31

Aug. 23 days							
S	M	T	W	T	F	S	WK
		1	2	3	4	5	31
6	7	8	9	10	11	12	32
13	14	15	16	17	18	19	33
20	21	22	23	24	25	26	34
27	28	29	30	31			35

Sep. 21 days							
S	M	T	W	T	F	S	WK
						1	35
2	3	4	5	6	7	8	36
9	10	11	12	13	14	15	37
16	17	18	19	20	21	22	38
23	24	25	26	27	28	29	39
30	31						

Oct. 18 days							
S	M	T	W	T	F	S	WK
						1	39
2	3	4	5	6	7	8	40
9	10	11	12	13	14	15	41
16	17	18	19	20	21	22	42
23	24	25	26	27	28	29	43
30	31						44

Nov. 22 days							
S	M	T	W	T	F	S	WK
						1	44
2	3	4	5	6	7	8	45
9	10	11	12	13	14	15	46
16	17	18	19	20	21	22	47
23	24	25	26	27	28	29	48
30	31						

Dec. 22 days							
S	M	T	W	T	F	S	WK
						1	48
2	3	4	5	6	7	8	49
9	10	11	12	13	14	15	50
16	17	18	19	20	21	22	51
23	24	25	26	27	28	29	52
30	31						

全年工作日共計： 247 天

Number of yearly working days:

- 周六、周日 Sat & Sun
- 调休假 Planned Off day
- 国定假日 National Holidays
- New Employee Orientation Sessions
- 冲调休假工作日 Mandatory Workday
- 艾硕年假 Shera Annual leave
- 国定假日遇周六日补休 Deferred holiday for national holidays fall on Sat or Sun

**1. 国定假日明细 Details of Government Holidays**

假日名称 (Holiday names)	日期(Date)	休假日数 (Duration days)
元旦 (New Year)	1/1	1
春节 (Chinese New Year)	2/2-2/4	3
清明节(Tomb-sweeping Day)	4/5	1
劳动节(Labor Day)	5/1	1
端午节(Dragon Boat Festival)	6/6	1
中秋节(Mid-autumn Festival)	9/12	1
国庆节 (National Day)	10/1-10/3	3
<b>Total</b>		<b>11</b>

2. 为能有较长及连续的农历假期以为家庭团聚, 1月31日和 2月1日全体员工统一休两日年假。如无年假者,以无薪休假计。  
 In order to make a longer and consecutive Lunar New Year for family reunion, all employees will take 2 days annual leave on 1/31 & 2/1. These two dates will be counted as unpaid leave if employee who is not entitled of annual leave.

**3. 调休假和抵充调休的工作日 (Mandatory Workday & Planned Off-days)**

	日期(Date)	日数 (days)
<b>调休假(Planned Off-day)</b>		
春节(Chinese New Year)	2/7,2/8	2
清明节	4/4	1
国庆节 (National Day)	10/6,10/7	2
<b>Total</b>		<b>5</b>
<b>抵充调休的工作日(Mandatory Workday)</b>		
周末的工作日	1/23,2/12,4/2,10/8,10/9	5
<b>Total</b>		<b>5</b>