

2021 CALENDAR

2021 REGULAR CALENDAR

	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT
January	*	*	*	*	*	1	2	July	*	*	*	*	1	2	3
	3	4	5	6	7	8	9		4	5	6	7	8	9	10
	10	11	12	13	14	15	16		11	12	13	14	15	16	17
	17	18	19	20	21	22	23		18	19	20	21	22	23	24
	24	25	26	27	28	29	30		25	26	27	28	29	30	31
	31	*	*	*	*	*	*		*	*	*	*	*	*	*
February	*	*	*	*	*	*	*	August	*	*	*	*	*	*	*
	*	1	2	3	4	5	6		1	2	3	4	5	6	7
	7	8	9	10	11	12	13		8	9	10	11	12	13	14
	14	15	16	17	18	19	20		15	16	17	18	19	20	21
	21	22	23	24	25	26	27		22	23	24	25	26	27	28
	28	*	*	*	*	*	*		29	30	31	*	*	*	*
March	*	*	*	*	*	*	*	September	*	*	*	1	2	3	4
	*	1	2	3	4	5	6		5	6	7	8	9	10	11
	7	8	9	10	11	12	13		12	13	14	15	16	17	18
	14	15	16	17	18	19	20		19	20	21	22	23	24	25
	21	22	23	24	25	26	27		26	27	28	29	30	*	*
	28	29	30	31	*	*	*		*	*	*	*	*	*	*
April	*	*	*	*	1	2	3	October	*	*	*	*	*	1	2
	4	5	6	7	8	9	10		3	4	5	6	7	8	9
	11	12	13	14	15	16	17		10	11	12	13	14	15	16
	18	19	20	21	22	23	24		17	18	19	20	21	22	23
	25	26	27	28	29	30	*		24	25	26	27	28	29	30
	*	*	*	*	*	*	*		31	*	*	*	*	*	*
May	*	*	*	*	*	*	1	November	*	*	*	*	*	*	*
	2	3	4	5	6	7	8		*	1	2	3	4	5	6
	9	10	11	12	13	14	15		7	8	9	10	11	12	13
	16	17	18	19	20	21	22		14	15	16	17	18	19	20
	23	24	25	26	27	28	29		21	22	23	24	25	26	27
	30	31	*	*	*	*	*		28	29	30	*	*	*	*
June	*	*	1	2	3	4	5	December	*	*	*	1	2	3	4
	6	7	8	9	10	11	12		5	6	7	8	9	10	11
	13	14	15	16	17	18	19		12	13	14	15	16	17	18
	20	21	22	23	24	25	26		19	20	21	22	23	24	25
	27	28	29	30	*	*	*		26	27	28	29	30	31	*
	*	*	*	*	*	*	*		*	*	*	*	*	*	*

Legend:

	Legal Holiday
	Holidays (Tentative Dates)
	Special Holiday
	Special Working Holiday

Note:
 39 Days of Saturdays * 8 hours / Days = 312 Hours to Cover Up
 312 Hours / 247 Days = 1.26 Hours (80 minutes or 1 Hour and 20 Minutes)
 How to recover 80 minutes / every day of employee absence:
 # of Days Absence * 80 / 60 Minutes * Employee's Hourly Rate = Amount to be deducted on top of the Days of Absence/LWOP

SUMMARY		
MONTH	DAY	REMARKS
JANUARY	1	New Year's Day (REGULAR HOLIDAY)
FEBRUARY	12	Chinese New Year (SPECIAL HOLIDAY)
	25	EDSA People Power Revolution Anniversary (SH)
APRIL	1	Maundy Thursday (REGULAR HOLIDAY)
	2	Good Friday (REGULAR HOLIDAY)
	3	Black Saturday (SPECIAL HOLIDAY)
	9	Araw ng Kagitingan (Day of Valor) (REGULAR HOL)
	27	Kadaugan sa Mactan (SPECIAL HOLIDAY)
MAY	1	Labor Day (REGULAR HOLIDAY)
	13	Eid'l Fitr (REGULAR HOLIDAY) (TENTATIVE)
JUNE	12	Independence Day (REGULAR HOLIDAY)
	17	Lapu-Lapu City Charter Day (SPECIAL HOLIDAY)
JULY	20	Eidul Adha (REGULAR HOLIDAY) (TENTATIVE)
AUGUST	6	Cebu Province Charter Day (SPECIAL HOLIDAY)
	21	Ninoy Aquino Day (SPECIAL HOLIDAY)
	30	National Heroes Day (REGULAR HOLIDAY)
SEPTEMBER	3	Yamashita Surrender Day (SPECIAL WORKING HOL)
	9	Osmeña Day (SPECIAL HOLIDAY)
NOVEMBER	1	All Saints Day (SPECIAL HOLIDAY)
	2	All Souls Day (SPECIAL HOLIDAY)
	30	Bonifacio Day (REGULAR HOLIDAY)
DECEMBER	8	Immaculate Conception Day (SPECIAL HOLIDAY)
	24	Christmas Eve (SPECIAL HOLIDAY)
	25	Christmas Day (REGULAR HOLIDAY)
	29	Additional Company Holiday
	30	Rizal Day (REGULAR HOLIDAY)
	31	Last Day of the Year (SPECIAL HOLIDAY)

# of Working Days for 2020	313
TOTAL # of SATURDAYS	39
TOTAL # of HOLIDAYS	27
Actual # of Working Days	247

SWAPPED SCHEDULES

1. February 12 (Fri) swap to February 13 (Sat)
2. February 25 (Thu) swap to February 27 (Sat)
3. April 9 (Fri) swap to April 10 (Sat)
4. April 27 (Tue) swap to April 26 (Mon)
5. May 13 (Thu) swap to May 15 (Sat)
6. June 17 (Thu) swap to June 19 (Sat)
7. July 20 (Tue) swap to July 19 (Mon)
8. August 6 (Fri) swap to August 7 (Sat)
9. September 9 (Thu) swap to September 11 (Sat)
10. November 30 (Tue) swap to November 29 (Mon)
11. December 8 (Wed) swap to December 11 (Sat)