

DAYS WORKED OUTSIDE OF THE OFFICE 2024

NAME:	Address where taxes withheld: _____
EMPLOYER:	Address when working not at above address: _____

If you were an employee who worked part of the year outside of the city for which your employer withheld city tax, please provide the following information:

1. Please mark an X on each day worked **outside of the office** on the calendar below and record the total amount of those days under the Total Days Worked Outside of the Office to the right.
2. Enter the total number of vacation days taken during the year. (do **not** mark the calendar for these days)
3. Enter the total number of sick days taken during the year. (do **not** mark the calendar for these days)
4. Enter the total number of holidays for the entire year. (do **not** mark the calendar for these days)

REPORTING INFORMATION	NUMBER OF DAYS
1. TOTAL DAYS WORKED OUTSIDE OF THE OFFICE	
2. TOTAL DAYS OF VACATION	
3. TOTAL SICK DAYS	
4. TOTAL HOLIDAYS	

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Federal Holidays 2024

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| January 1 : New Year's Day | February 19* : Washington's Birthday | July 4 : Independence Day | October 14 : Columbus Day | November 28 : Thanksgiving Day |
| January 15 : Martin Luther King Day | May 27 : Memorial Day | September 2 : Labor Day | November 11 : Veterans Day | December 25 : Christmas Day |
| June 19 : Juneteenth National Independence Day | | * When a holiday falls on Saturday or Sunday, most employees observed the holiday on the previous Friday or following Monday | | |