

**DUE = Date all program updates including staff new hires, promotions, and certifications due to PRO by noon (12 p.m.)**

**Shaded Dates = Date program updates will be published/posted**

**Shaded Dates = Date the DBH Buzz will be published/posted**

**Shaded Dates = Employee Recognition announcements (new hires, promotions, and certifications)**

**\*\*References: BOP3037 Employee Recognition Policy/BOP3047 Request to Change the DBH Websites/BOP3045 Web Blast Policy\*\***

## 2023 PRO Master Update Calendar

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
	Holiday	DUE																										
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
15	Holiday	DUE							DUE							DUE							DUE					
22	23	24	25	26	27	28	19	Holiday	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
29	30	DUE					26	27	DUE					26	27	DUE					23	24	DUE				29	
																					30							
MAY							JUNE							JULY							AUGUST							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
	1	2	3	4	5	6					1	2	3							1			DUE					
7	8	DUE	10	11	12	13	4	5	DUE	7	8	9	10	2	3	Holiday	DUE	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	DUE	16	17	18	19	
21	22	DUE	24	25	26	27	18	Holiday	DUE	21	22	23	24	16	17	DUE	19	20	21	22	20	21	22	23	24	25	26	
28	Holiday	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	DUE	30	31				
														30	31													
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
					1	2	1	2	3	4	5	6	7				1	2	3	4							1	2
3	Holiday	5	6	7	8	9	8	Holiday	DUE	11	12	13	14	5	6	DUE	8	9	Holiday	11	3	4	DUE	6	7	8	9	
10	11	DUE	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	22	23	DUE	25	26	27	28	19	20	DUE	22	Holiday	Holiday	25	17	18	DUE	19	20	21	22	23
24	25	DUE	27	28	29	30	29	30	31					26	27	28	29	30			24	Holiday	Holiday	27	28	29	30	
							30														31							