LEAVE ACCRUAL SCHEDULE 2016

BEGIN DATE	END DATE	LEAVE ACCRUAL, FINAL PAY CALC, LAST DAY FOR REPORTED TIME SUBMIT & APPROVAL (3:30 PM), & LAST DAY FOR PAYABLE TIME APPROVAL (6 PM) *	PAY DAY
12/20/15	01/02/16	01/08/16	01/15/16
01/03/16	01/16/16	01/22/16	01/29/16
01/17/16	01/30/16	02/05/16	02/12/16
01/31/16	02/13/16	02/19/16	02/26/16
02/14/16	02/27/16	03/04/16	03/11/16
02/28/16	03/12/16	03/18/16	03/25/16
03/13/16	03/26/16	04/01/16	04/08/16
03/27/16	04/09/16	04/15/16	04/22/16
04/10/16	04/23/16	04/29/16	05/06/16
04/24/16	05/07/16	05/13/16	05/20/16
05/08/16	05/21/16	05/27/16	06/03/16
05/22/16	06/04/16	06/10/16	06/17/16
06/05/16	06/18/16	06/24/16	07/01/16
06/19/16	07/02/16	07/08/16	07/15/16
07/03/16	07/16/16	07/22/16	07/29/16
07/17/16	07/30/16	08/05/16	08/12/16
07/31/16	08/13/16	08/19/16	08/26/16
08/14/16	08/27/16	09/02/16	09/09/16
08/28/16	09/10/16	09/16/16	09/23/16
09/11/16	09/24/16	09/30/16	10/07/16
09/25/16	10/08/16	10/14/16	10/21/16
10/09/16	10/22/16	10/28/16	11/04/16
10/23/16	11/05/16	**11/10/16**	11/18/16
11/06/16	11/19/16	**11/23/16**	12/02/16
11/20/16	12/03/16	12/09/16	12/16/16
12/04/16	12/17/16	12/23/16	12/30/16
12/18/16	12/31/16	01/06/17	01/13/17

*Reported Time must be Submitted
(and Approved, if Self Service) by 3:30PM.
Payable Time must be Approved by 6PM.