Fermilab

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PLEASE POST

2013 TIMECARD DUE DATES

All employees are to complete timecards every Monday by 10 a.m.
All supervisors should have approvals completed every Monday by noon.
If timecards can be completed by the proceeding Friday, it's appreciated but not mandatory.

Exceptions for 2013:

Holidays	Timecard due:
Martin Luther King Day (Monday)	January 22, 2013
Memorial Day (Monday)	May 28, 2013
Labor Day (Monday)	September 3, 2013
Thanksgiving	Memo will be issued in Nov 2013
Christmas Eve / Christmas	Memo will be issued in Nov 2013
New Year's Eve / New Year's Day	Memo will be issued in Nov 2013

2013 CUT OFF DATES FOR VACATION USE

For those employees close to their maximum for vacation balances.
Time must be taken by the date below to reduce your balance for that month.

For Exempt / Monthly employees the dates are the third Sunday of each month.
For Non Exempt / Weekly employees the dates are the Sunday before the last Friday of the month.

MONTH	EXEMPT / MONTHLY	NON EXEMPT / WEEKLY
Jan-13	January 20, 2013	January 20, 2013
Feb-13	February 17, 2013	February 17, 2013
Mar-13	March 17 2013	March 24, 2013
Apr-13	April 21, 2013	April 21, 2013
May-13	May 19, 2013	May 26, 2013
Jun-13	June 16, 2013	June 23, 2013
Jul-13	July 21, 2013	July 21, 2013
Aug-13	August 18, 2013	August 25, 2013
Sep-13	September 15, 2013	September 22, 2013
Oct-13	October 20, 2013	October 20, 2013
Nov-13	November 17, 2013	November 24 2013
Dec-13	December 15, 2013	December 22, 2013