

# Law Time Calendar - 2021

| Year | LV     |         | Calendar Days Covered |          | Submit Deadline | Approve Deadline | View Bal on WEB | Vac and Sick Accrual Thru | Comp Accr & Lv Taken Thru |
|------|--------|---------|-----------------------|----------|-----------------|------------------|-----------------|---------------------------|---------------------------|
|      | Period | Payroll | From                  | To       |                 |                  |                 |                           |                           |
| 2020 | L4 13  | MN 01   | 11/23/20              | 12/20/20 | 12/21/20        | 12/22/20         | 1/31/21         | January                   | 12/20/2020                |
| 2021 | L4 01  | MN 02   | 12/21/20              | 01/17/21 | <b>01/19/21</b> | <b>01/20/21</b>  | 2/28/21         | February                  | 01/17/2021                |
| 2021 | L4 02  | MN 03   | 01/18/21              | 02/14/21 | 02/15/21        | 02/16/21         | 3/31/21         | March                     | 02/14/2021                |
| 2021 | L4 03  | MN 04   | 02/15/21              | 03/14/21 | 03/15/21        | 03/16/21         | 4/30/21         | April                     | 04/11/2021                |
| 2021 | L4 04  | MN 04   | 03/15/21              | 04/11/21 | 04/12/21        | 04/13/21         | 4/30/21         | April                     | 04/11/2021                |
| 2021 | L4 05  | MN 05   | 04/12/21              | 05/09/21 | 05/10/21        | 05/11/21         | 5/29/21         | May                       | 05/09/2021                |
| 2021 | L4 06  | MN 06   | 05/10/21              | 06/06/21 | 06/07/21        | 06/08/21         | 6/30/21         | June                      | 06/06/2021                |
| 2021 | L4 07  | MN 07   | 06/07/21              | 07/04/21 | 07/06/21        | 07/07/21         | 7/31/21         | July                      | 07/04/2021                |
| 2021 | L4 08  | MN 08   | 07/05/21              | 08/01/21 | 08/02/21        | 08/03/21         | 8/31/21         | August                    | 08/01/2021                |
| 2021 | L4 09  | MN 09   | 08/02/21              | 08/29/21 | 08/30/21        | 08/31/21         | 9/30/21         | September                 | 08/29/2021                |
| 2021 | L4 10  | MN 10   | 08/30/21              | 09/26/21 | 09/27/21        | 09/28/21         | 10/31/21        | October                   | 09/26/2021                |
| 2021 | L4 11  | MN 11   | 09/27/21              | 10/24/21 | 10/25/21        | 10/26/21         | 11/30/21        | November                  | 10/24/2021                |
| 2021 | L4 12  | MN 12   | 10/25/21              | 11/21/21 | 11/22/21        | 11/23/21         | Payday          | December                  | 11/21/2021                |
| 2021 | L4 13  | MN 01   | 11/22/21              | 12/19/21 | 12/20/21        | 12/21/21         | 1/29/22         | January                   | 12/19/2021                |
| 2021 | L4 01  | MN 02   | 12/20/21              | 01/16/22 | <b>01/18/22</b> | <b>01/19/22</b>  | 2/28/22         | February                  | 01/16/2022                |

Note; Both L3 and L4 Cycles will run through the MN04 Payroll

|                  |   |
|------------------|---|
| LvPeriod         | Corresponds to timekeeping month  |
| Payroll          | Monthly payroll when leave will process   |
| From/To          | Actual Calendar Dates in Period   |
| Submit Deadline  | Date that system cuts off for employee time entry for period                        |
| Approve Deadline | Date that system cuts off for approvers for period                                  |
| View Bal on WEB  | Date that new leave balances will be available on the WEB                           |
| Accrual Thru     | The month's vacation and sick leave accrual that is included in new balance         |
| LvTaken Thru     | The date thru which leave taken or comp time accrued is included in the new balance |

