

Law Time Calendar - 2020

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					
2019	L4 13	MN 01	11/25/19	12/22/19	12/19/19	12/20/19	1/31/20	January	12/22/2019
2020	L4 01	MN 02	12/23/19	01/19/20	01/21/20	01/22/20	2/28/20	February	01/19/2020
2020	L4 02	MN 03	01/20/20	02/16/20	02/17/20	02/18/20	3/31/20	March	02/16/2020
2020	L4 03	MN 04	02/17/20	03/15/20	03/16/20	03/17/20	4/30/20	April	03/15/2020
2020	L4 04	MN 05	03/16/20	04/12/20	04/13/20	04/14/20	4/30/20	April	04/12/2020
2020	L4 05	MN 05	04/13/20	05/10/20	05/11/20	05/12/20	5/29/20	May	05/10/2020
2020	L4 06	MN 06	05/11/20	06/07/20	06/08/20	06/09/20	6/30/20	June	06/07/2020
2020	L4 07	MN 07	06/08/20	07/05/20	07/06/20	07/07/20	7/31/20	July	07/05/2020
2020	L4 08	MN 08	07/06/20	08/02/20	08/03/20	08/04/20	8/31/20	August	08/03/2020
2020	L4 09	MN 09	08/03/20	08/30/20	08/31/20	09/01/20	9/30/20	September	08/30/2020
2020	L4 10	MN 10	08/31/20	09/27/20	09/28/20	09/29/20	10/30/20	October	09/27/2020
2020	L4 11	MN 11	09/28/20	10/25/20	10/26/20	10/27/20	11/30/20	November	10/25/2020
2020	L4 12	MN 12	10/26/20	11/22/20	11/23/20	11/24/20	Payday	December	11/22/2020
2020	L4 13	MN 01	11/23/20	12/20/20	12/21/20	12/22/20	1/29/21	January	12/20/2020
2020	L4 01	MN 02	12/21/20	01/17/21	01/19/21	01/20/21	2/26/21	February	01/17/2021

Note; Both L4 and L5 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