

# Law Time Calendar - 2019

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	11/26/18	12/23/18	12/20/18	12/21/18	1/31/2019	January	12/23/2018
2019	L4 01	MN 02	12/24/18	01/20/19	01/22/19	01/23/19	2/28/2019	February	01/20/2019
2019	L4 02	MN 03	01/21/19	02/17/19	02/18/19	02/19/19	3/29/2019	March	02/17/2019
2019	L4 03	MN 04	02/18/19	03/17/19	03/18/19	03/19/19	4/30/2019	April	03/17/2019
2019	L4 04	MN 05	03/18/19	04/14/19	04/15/19	04/16/19	5/31/2019	May	05/12/2019
2019	L4 05	MN 05	04/15/19	05/12/19	05/13/19	05/14/19	5/31/2019	May	05/12/2019
2019	L4 06	MN 06	05/13/19	06/09/19	06/10/19	06/11/19	6/28/2019	June	06/09/2019
2019	L4 07	MN 07	06/10/19	07/07/19	07/08/19	07/09/19	7/31/2019	July	07/07/2019
2019	L4 08	MN 08	07/08/19	08/04/19	08/05/19	08/06/19	8/30/2019	August	08/04/2019
2019	L4 09	MN 09	08/05/19	09/01/19	09/03/19	09/04/19	9/30/2019	September	09/01/2019
2019	L4 10	MN 10	09/02/19	09/29/19	09/30/19	10/01/19	10/31/2019	October	09/29/2019
2019	L4 11	MN 11	09/30/19	10/27/19	10/28/19	10/29/19	11/29/2019	November	10/27/2019
2019	L4 12	MN 12	10/28/19	11/24/19	11/25/19	11/26/19	Payday	December	11/24/2019
2020	L4 13	MN 01	11/25/19	12/22/19	<b>12/19/19</b>	<b>12/20/19</b>	1/31/2020	January	12/22/2019
2020	L4 01	MN 02	12/23/19	01/19/20	01/21/20	01/22/20	2/28/2020	February	01/19/2020

Note; Both L4 and L5 Cycles will run through the MN05 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 WEI	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