

2023 Attendance Windows

Pay #	Leave Period Begin	Leave Period End	Opening Date	Closing Date
1	January 1/23	January 31/23	Wednesday, February 1, 2023	Friday, February 10, 2023
2	February 1/23	February 28/23	Wednesday, March 1, 2023	Friday, March 10, 2023
3	March 1/23	March 31/23	Monday, April 3, 2023	Wednesday, April 5, 2023
4	April 1/23	April 30/23	Monday, May 1, 2023	Friday, May 5, 2023
5	May 1/23	May 31/23	Thursday, June 1, 2023	Friday, June 9, 2023
6	June 1/23	June 30/23	Tuesday, July 4, 2023	Friday, July 7, 2023
7	July 1/23	July 31/23	Tuesday, August 1, 2023	Friday, August 4, 2023
! **8	August 1/23	August 31/23	Tuesday, September 5, 2023	Friday, September 8, 2023
9	September 1/23	September 30/23	Monday, October 2, 2023	Friday, October 6, 2023
10	October 1/23	October 31/23	Wednesday, November 1, 2023	Friday, November 10, 2023
11	November 1/23	November 30/23	Friday, December 1, 2023	Friday, December 8, 2023
12	December 1/23	December 31/23	Tuesday, January 2, 2024	Friday, January 5, 2024

Notes:

March: Shortened Window - Attendance **must** be entered by end of day Wednesday, April 5 for fiscal year end.

August: Sept 1 - New vacation year Begin Balances will roll from prior year's ending balances. Any ending balances above carryover cap will be reduced.