

### 2022 Attendance Windows

Pay #	Leave Period Begin	Leave Period End	Opening Date	Closing Date
1	January 1/22	January 31/22	Tuesday, February 1, 2022	Friday, February 4, 2022
2	February 1/22	February 28/22	Tuesday, March 1, 2022	Friday, March 4, 2022
3	March 1/22	March 31/22	Friday, April 1, 2022	Tuesday, April 5, 2022
4	April 1/22	April 30/22	Monday, May 2, 2022	Friday, May 6, 2022
5	May 1/22	May 31/22	Wednesday, June 1, 2022	Friday, June 10, 2022
6	June 1/22	June 30/22	Monday, July 4, 2022	Friday, July 8, 2022
7	July 1/22	July 31/22	Monday, August 1, 2022	Friday, August 5, 2022
! **8	August 1/22	August 31/22	Thursday, September 1, 2022	Friday, September 9, 2022
9	September 1/22	September 30/22	Monday, October 3, 2022	Friday, October 7, 2022
10	October 1/22	October 31/22	Tuesday, November 1, 2022	Friday, November 4, 2022
11	November 1/22	November 30/22	Thursday, December 1, 2022	Friday, December 9, 2022
12	December 1/22	December 31/22	Monday, January 3, 2023	Friday, January 6, 2023

#### Notes:

**March:** Shortened Window - Attendance **must** be entered by end of day Tuesday, 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.