

**2024 Attendance Windows**

Pay #	Leave Period Begin	Leave Period End	Opening Date	Closing Date
1	January 1/24	January 31/24	Thursday, February 1, 2024	Friday, February 9, 2024
2	February 1/24	February 29/24	Friday, March 1, 2024	Friday, March 8, 2024
3	March 1/24	March 31/24	Monday, April 1, 2024	Wednesday, April 3, 2024
4	April 1/24	April 30/24	Wednesday, May 1, 2024	Friday, May 10, 2024
5	May 1/24	May 31/24	Monday, June 3, 2024	Friday, June 14, 2024
6	June 1/24	June 30/24	Tuesday, July 2, 2024	Monday, July 8, 2024
7	July 1/24	July 31/24	Thursday, August 1, 2024	Friday, August 9, 2024
! **8	August 1/24	August 31/24	Wednesday, August 14, 2024	Wednesday, August 28, 2024
9	September 1/24	September 30/24	Tuesday, October 1, 2024	Monday, October 7, 2024
10	October 1/24	October 31/24	Friday, November 1, 2024	Friday, November 8, 2024
11	November 1/24	November 30/24	Monday, December 2, 2024	Friday, December 6, 2024
12	December 1/24	December 31/24	Thursday, January 2, 2025	Wednesday, January 8, 2025

**Notes:**

**March:** Shortened Window - Attendance **must** be entered by end of day Wednesday, April 3 for fiscal year end.

**August:** Early Entry Required - Attendance **must** be entered by end of day Wednesday, August 28 for Roll Over

**September:** New vacation year Begin Balances will roll from prior year's ending balances. Any ending balances above carryover cap will be reduced.