

Law Time Calendar - 2021

Leave Period	Payroll	Calendar Days Covered From	Calendar Days Covered To	Employee Submit Deadline Date	Employee Submit Deadline Time	Approver Submit Deadline Date	Approver Submit Deadline Time	Leave Balances Available on the WEB	Includes Vac & Sick Accrual Thru
L4 13	MN 01	11/23/20	12/20/20	12/21/20	5PM	12/22/20	5PM	With Jan. Pay	Jan.
L4 01	MN 02	12/21/20	01/17/21	01/19/21	5PM	01/20/21	5PM	With Feb. Pay	Feb.
L4 02	MN 03	01/18/21	02/14/21	02/15/21	5PM	02/16/21	5PM	With Mar. Pay	Mar.
L4 03	MN 04	02/15/21	03/14/21	03/15/21	5PM	03/16/21	5PM	With Apr. Pay	Apr.
L4 04	MN 04	03/15/21	04/11/21	04/12/21	5PM	04/13/21	5PM	With Apr. Pay	Apr.
L4 05	MN 05	04/12/21	05/09/21	05/10/21	5PM	05/11/21	5PM	With May Pay	May
L4 06	MN 06	05/10/21	06/06/21	06/07/21	5PM	06/08/21	5PM	With June Pay	June
L4 07	MN 07	06/07/21	07/04/21	07/06/21	5PM	07/07/21	5PM	With July Pay	July
L4 08	MN 08	07/05/21	08/01/21	08/02/21	5PM	08/03/21	5PM	With Aug. Pay	Aug.
L4 09	MN 09	08/02/21	08/29/21	08/30/21	5PM	08/31/21	5PM	With Sept. Pay	Sept.
L4 10	MN 10	08/30/21	09/26/21	09/27/21	5PM	09/28/21	5PM	With Oct. Pay	Oct.
L4 11	MN 11	09/27/21	10/24/21	10/25/21	5PM	10/26/21	5PM	With Nov. Pay	Nov.
L4 12	MN 12	10/25/21	11/21/21	11/22/21	5PM	11/23/21	5PM	With Dec. Pay	Dec.
L4 13	MN 01	11/22/21	12/19/21	12/20/21	5PM	12/21/21	5PM	With Jan. Pay	Jan.
L4 01	MN 02	12/20/21	01/16/22	01/18/22	5PM	01/19/22	5PM	With Feb. Pay	Feb.
Yellow Highlights dates adjusted for Holidays.									

Sep-20