

CALENDAR YEAR 2016

Absence Management Leave Deadline Calendar

Pay Period	Includes Dates Of:	Days-Hours Inc. Holidays	Hourly Calendar Open for Hourly Data Entry of Hol. & Leaves	Hourly Employees Time-Keeper/EE* Time Entry Cut-off	Hourly Employees Manager Role Approval Cut-off	Salaried Employees Time-Keeper/EE* Time Entry Cut-off	Salaried Employees Manager Role Approval Cut-off	Salaried Employees *Absence Management Calendar Close	CSUSB Campus Closures* Holidays
December 2015	12/2--12/31	22---176	Tuesday--12/15	Monday--1/4	Monday--1/4	Friday--1/8	Monday--1/11	Thursday--1/21	12/25; 12/28-12/31
January	1/1--1/31	21---168	Friday--1/15	Monday--2/1	Tuesday--2/2	Tuesday--2/9	Thursday--2/11	Friday--2/19	1/1, 1/18
February	2/1--3/1	22---176	Monday--2/15	Tuesday--3/1	Wednesday--3/2	Wednesday--3/9	Friday--3/11	Tuesday--3/22	3/31
March	3/2--3/31	22---176	Tuesday--3/15	Thursday--3/31	Friday--4/1	Friday--4/8	Monday--4/11	Thursday--4/21	
April	4/1--4/30	21---168	Friday--4/15	Monday--5/2	Monday--5/2	Wednesday--5/11	Friday--5/13	Friday--5/20	
May	5/1--5/31	22---176	Friday--5/13	Wednesday--6/1	Thursday--6/2	Wednesday--6/8	Friday--6/10	Tuesday--6/21	5/30
June	6/1--6/30	22---176	Wednesday--6/15	Thursday--6/30	Thursday--6/30	Thursday--7/7	Monday--7/11	Thursday--7/21	
July	7/1--8/1	22---176	Thursday--7/14	Monday--8/1	Tuesday--8/2	Wednesday--8/10	Thursday--8/11	Thursday--8/23	7/4
August	8/2--8/31	22---176	Monday--8/15	Thursday--9/1	Thursday--9/1	Thursday--9/8	Monday--9/12	Thursday--9/22	
September	9/1--9/30	22---176	Thursday--9/15	Monday--10/3	Monday--10/3	Friday--10/7	Monday--10/10	Friday--10/21	9/5
October	10/1--10/31	21---168	Friday--10/14	Wednesday--11/1	Thursday--11/3	Wednesday--11/9	Thursday--11/10	Friday--11/18	
November	11/1--11/30	22---176	Tuesday--11/15	Wednesday--11/30	Thursday--12/1	Friday--12/9	Monday--12/12	Tuesday--12/20	Charge time 11/25* 11/11,11/24

Department Time-Keepers may key absence information weekly or daily in order to accommodate the above deadlines.

Any retroactive absence leaves that are more than three (3) pay periods past due, and adjustments that need to be made to employees' balances,

will be entered into the Absence Management System by Payroll (SH-103)

*EE = Employee