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**2015 Float Holiday**

As in previous years, the 2015 Float Holiday will not be available for use on your January 2015 timecards. You will be able to select and use it beginning Feb. 1, 2015. If you plan on using your 2015 float holiday in January 2015 please e-mail the Payroll Manager at [lsmith@fnal.gov](mailto:lsmith@fnal.gov) before you complete your timecard and the hours will be manually set up for your use on the timecard.

**2015 TIMECARD DUE DATES**

All employees are to complete timecards every Monday by 10 a.m.  
 All supervisors should have approvals completed every Monday by noon.  
 If timecards can be completed by the proceeding Friday, it's appreciated but not mandatory.

Exceptions for 2015:

- Martin Luther King day (Monday) - timecard due Tuesday Jan. 20, 2015
- Memorial Day (Monday) - timecard due Tuesday May 26, 2015
- Labor Day (Monday) - timecard due Tuesday Sept. 8, 2015
- Thanksgiving / Christmas - memos will be issued in Nov. 2015

**2015 CUT OFF DATES FOR VACATION USE**

For those employees close to their maximum for vacation balances.  
 Time must be taken by the date below to reduce your balance for that month.

For Exempt / Monthly employees the dates are the third Sunday of each month.  
 For Non Exempt / Weekly employees the dates are the Sunday before the last Friday of the month.

Month	Monthly / Exempt	Weekly/ NonExempt
Jan-15	January 18, 2015	January 25, 2015
Feb-15	February 15, 2015	February 22, 2015
Mar-15	March 15, 2015	March 22, 2015
Apr-15	April 19, 2015	April 19, 2015
May-15	May 17, 2015	May 24, 2015
Jun-15	June 21, 2015	June 21, 2015
Jul-15	July 19, 2015	July 26, 2015
Aug-15	August 16, 2015	August 23, 2015
Sep-15	September 20, 2015	September 20, 2015
Oct-15	October 18, 2015	October 25, 2015
Nov-15	November 15, 2015	November 22, 2015
Dec-15	December 20, 2015	December 27, 2015