



2016 Floating Holiday

The 2016 Floating Holiday will not be available for use on your January 2016 timecards, but can be used beginning Feb. 1, 2016. If you have extenuating circumstances and need to use your 2016 floating holiday in January 2016 please e-mail [LindaSue Smith](mailto:LindaSue.Smith@fnal.gov) in the Payroll Department before completing your timecard so we can manually set it up for you.

2016 Cut-off Dates for Vacation Use

For employees who are close to their [maximum vacation balances](#), vacation time should be taken by the dates below to reduce your balance for that month.

For exempt/monthly employees, cut-off dates fall on the third Sunday of each month. For non-exempt/weekly employees, the cut-off dates fall on the Sunday before the last Friday of the month.

<u>Month</u>	<u>Monthly/Exempt</u>	<u>Weekly/Non-Exempt</u>
Jan	January 17, 2016	January 24, 2016
Feb	February 21, 2016	February 21, 2016
Mar	March 20, 2016	March 20, 2016
Apr	April 17, 2016	April 24, 2016
May	May 15, 2016	May 22, 2016
Jun	June 19, 2016	June 19, 2016
Jul	July 17, 2016	July 24, 2016
Aug	August 21, 2016	August 21, 2016
Sep	September 18, 2016	September 25, 2016
Oct	October 16, 2016	October 23, 2016
Nov	November 20, 2016	November 20, 2016
Dec	December 18, 2016	December 25, 2016