

**Time & Leave  
Civil Service / Classified Staff  
Bi-Weekly Submission Schedule  
Leave Year: 2020/2021**

Work Period End Dates	Work Days Covered		Due Dates	Anticipated Pay Date
9/12/2020	8/30/2020	9/12/2020	<b>9/14/2020</b>	10/8/2020
9/26/2020	9/13/2020	9/26/2020	<b>9/28/2020</b>	10/22/2020
10/10/2020	9/27/2020	10/10/2020	<b>10/13/2020</b>	11/5/2020
10/24/2020	10/11/2020	10/24/2020	<b>10/26/2020</b>	11/19/2020
11/7/2020	10/25/2020	11/7/2020	<b>11/9/2020</b>	12/3/2020
11/21/2020	11/8/2020	11/21/2020	<b>11/23/2020</b>	12/17/2020
12/5/2020	11/22/2020	12/5/2020	<b>12/7/2020</b>	12/31/2020
12/19/2020	12/6/2020	12/19/2020	<b>12/21/2020</b>	1/14/2021
1/2/2021	12/20/2020	1/2/2021	<b>1/4/2021</b>	1/28/2021
1/16/2021	1/3/2021	1/16/2021	<b>1/19/2021</b>	2/11/2021
1/30/2021	1/17/2021	1/30/2021	<b>2/1/2021</b>	2/25/2021
2/13/2021	1/31/2021	2/13/2021	<b>2/16/2021</b>	3/11/2021
2/27/2021	2/14/2021	2/27/2021	<b>3/1/2021</b>	3/25/2021
3/13/2021	2/28/2021	3/13/2021	<b>3/15/2021</b>	4/8/2021
3/27/2021	3/14/2021	3/27/2021	<b>3/29/2021</b>	4/22/2021
4/10/2021	3/28/2021	4/10/2021	<b>4/12/2021</b>	5/6/2021
4/24/2021	4/11/2021	4/24/2021	<b>4/26/2021</b>	5/20/2021
5/8/2021	4/25/2021	5/8/2021	<b>5/10/2021</b>	6/3/2021
5/22/2021	5/9/2021	5/22/2021	<b>5/24/2021</b>	6/17/2021
6/5/2021	5/23/2021	6/5/2021	<b>6/7/2021</b>	7/1/2021
6/19/2021	6/6/2021	6/19/2021	<b>6/21/2021</b>	7/15/2021
7/3/2021	6/20/2021	7/3/2021	<b>7/5/2021</b>	7/29/2021
7/17/2021	7/4/2021	7/17/2021	<b>7/19/2021</b>	8/12/2021
7/31/2021	7/18/2021	7/31/2021	<b>8/2/2021</b>	8/26/2021
8/14/2021	8/1/2021	8/14/2021	<b>8/16/2021</b>	9/9/2021
8/28/2021	8/15/2021	8/28/2021	<b>8/30/2021</b>	9/23/2021
9/11/2021	8/29/2021	9/11/2021	<b>9/13/2021</b>	10/7/2021

Time sheets must be submitted on a bi-weekly basis and are due on **Mondays** following the work period  
(\*Tuesday, if Monday is a holiday, \*\* Wednesday if Monday/Tuesday is a holiday.)