

## **2010-2011 IMPORTANT DATES**

### **TIME SHEET DUE DATES**

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Friday January 29<sup>th</sup>  
Friday February 26<sup>th</sup>  
Wednesday March 31<sup>st</sup>  
Friday April 30<sup>th</sup>  
Friday May 28<sup>th</sup>  
Wednesday June 30<sup>th</sup>  
Friday July 30<sup>th</sup>  
Tuesday August 31<sup>st</sup>  
Thursday September 30<sup>th</sup>  
Friday October 29<sup>th</sup>  
Tuesday November 30<sup>th</sup>  
Thursday December 30<sup>th</sup>

#### **PAY DATE**

Friday February 5, 2010  
Friday March 5, 2010  
Monday April 5, 2010  
Wednesday May 5, 2010  
Friday June 4, 2010  
Tuesday July 6, 2010  
Thursday August 5, 2010  
Friday September 3, 2010  
Tuesday October 5, 2010  
Friday November 5, 2010  
Friday December 3, 2010  
Wednesday January 5, 2011

IF THERE IS ANY QUESTION ABOUT YOUR TIME SHEET REACHING SIBCR BY THE DUE DATE, PLEASE FAX AN UNSIGNED COPY TO 764-2742.

Please note, if time sheets are turned in to our office too late for payroll processing, those hours will be paid the following payroll.

If you have any questions regarding time sheets or payroll feel free to contact Elena at X62971 or [elena@sibcr.org](mailto:elena@sibcr.org), Rose at X2929 or [rose@sibcr.org](mailto:rose@sibcr.org) or Susan at X62130 or [susan@sibcr.org](mailto:susan@sibcr.org).

### **NORMAL HOURS BY MONTH FULL-TIME**

January – 168	July – 176
February – 160	August – 176
March – 184	September – 176
April – 176	October – 168
May – 168	November – 176
June – 176	December – 184

### **HOLIDAYS**

January 1	New Year's Day
January 18	Martin Luther King, Jr.'s Birthday
February 15	Presidents' Day
May 31	Memorial Day
July 5	Independence Day
September 6	Labor Day
October 11	Columbus Day
November 11	Veterans Day
November 25	Thanksgiving Day
December 24	Christmas Day
December 31, 2010	New Year's Day