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## Spring Recess

- Traditional, 206-day contracts                      Mar 28-31
- 242, 245 contracts                                      Mar 30-31

As Per DP335(B) and DP335 NEG:  
Contracted employees who have not been approved by Human Resources for using an annual/personal day before or after a holiday may be docked (licensed \$144 or ESP 40% of their daily rate) unless the leave reason is listed as an exception in policy.

**An explanation of exception must be written in the time off description box.**

Please refer to policy for further clarification.

Payroll Due	Mar 2
Direct Dep Changes by	Mar 9
View Paycheck	Mar 22
Pay Day	Mar 24

### **True Time Deadlines**

Date Range Feb 6 – Mar 5

Employee Submittal	Mar 8
First Approval	Mar 10
Final Approval	Mar 14

### **Grade Transmittal Day**

All Levels      Mar 27

\*All 206, 242 and 245 employees must record a leave day if not in attendance.