

Law Enforcement LawTime Calendar for 2017

Month	Leave Period	Calendar Days Covered		Employee Deadline		Approver Deadline		View Bal on WEB	Vac and Sick Accrual Thru	Lv Taken Thru
		From	To	Submission Date	Time	Approve by	Time			
Jan	L4 13	11/28/2016	12/25/2016	12/26/2016	5:00 PM	12/27/2016	12:00 PM	January 28	January	12/25/2016
Feb	L4 01	12/26/2016	1/22/2017	1/23/2017	5:00 PM	1/24/2017	12:00 PM	February 28	February	1/22/2017
Mar	L4 02	1/23/2017	2/19/2017	2/20/2017	5:00 PM	2/21/2017	12:00 PM	March 28	March	2/19/2017
Apr	L4 03	2/20/2017	3/19/2017	3/20/2017	5:00 PM	3/21/2017	12:00 PM	April 28	April	3/19/2017
May	L4 04	3/20/2017	4/16/2017	4/17/2017	5:00 PM	4/18/2017	12:00 PM	May 28	May	4/16/2017
Jun	L4 05	4/17/2017	5/14/2017	5/15/2017	5:00 PM	5/16/2017	12:00 PM	June 28	June	5/14/2017
Jun	L4 06	5/15/2017	6/11/2017	6/12/2017	5:00 PM	6/13/2017	12:00 PM	June 28	June	6/11/2017
Jul	L4 07	6/12/2017	7/9/2017	7/10/2017	5:00 PM	7/11/2017	12:00 PM	July 28	July	7/10/2017
Aug	L4 08	7/10/2017	8/6/2017	8/7/2017	5:00 PM	8/8/2017	12:00 PM	August 28	August	8/6/2017
Sep	L4 09	8/7/2017	9/3/2017	9/4/2017	5:00 PM	9/10/2017	12:00 PM	September 28	September	9/3/2017
Oct	L4 10	9/4/2017	10/1/2017	10/2/2017	5:00 PM	10/3/2017	12:00 PM	October 28	October	10/1/2017
Nov	L4 11	10/2/2017	10/29/2017	10/30/2017	5:00 PM	10/31/2017	12:00 PM	November 28	November	10/29/2017
Dec	L4 12	10/30/2017	11/26/2017	11/27/2017	5:00 PM	11/28/2017	12:00 PM	December 28	December	11/26/2017
Jan 2017	L4 13	11/27/2017	12/24/2017	12/25/2017	5:00 PM	12/26/2017	12:00 PM	January 28	January 2018	12/24/2017
Feb 2017	L4 01	12/25/2017	1/21/2018	1/22/2018	5:00 PM	1/23/2018	12:00 PM	February 28	February 2018	1/21/2018

Leave Balances are updated and displayed on the web on a monthly basis and are available to view on the 28th of each month.

UNC Asheville SHRA (formerly called SPA) Non-Exempt police officers are subject to Fair Labor Standards Act and therefore eligible to earn straight compensatory time for hours worked over 160 and up to 171 hours in a 28-day cycle. UNC Asheville SHRA Non-Exempt police officers are eligible for time and one half for any hours worked over 171 in a 28-day cycle. LawTime is designed to comply with the Office of State Human Resources and Fair Labor Standards Act regulations.

Questions? Please call or email **Jeanene Wexler**, Workers' Comp Officer and Leave Coordinator
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