

Law Enforcement LawTime Calendar for 2018

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	11/27/2017	12/24/2017	12/25/2017	5:00 PM	12/26/2017	12:00 PM	January 28	January	12/24/2017
Feb	L4 01	12/25/2017	1/21/2018	1/22/2018	5:00 PM	1/23/2018	12:00 PM	February 28	February	1/21/2018
Mar	L4 02	1/22/2018	2/18/2018	2/19/2018	5:00 PM	2/20/2018	12:00 PM	March 28	March	2/18/2018
Apr	L4 03	2/19/2018	3/18/2018	3/19/2018	5:00 PM	3/20/2018	12:00 PM	April 28	April	3/18/2018
May	L4 04	3/19/2018	4/15/2018	4/16/2018	5:00 PM	4/17/2018	12:00 PM	May 28	May	4/15/2018
Jun	L4 05	4/16/2018	5/13/2018	5/14/2018	5:00 PM	5/15/2018	12:00 PM	June 28	June	6/10/2018
Jun	L4 06	5/14/2018	6/10/2018	6/11/2018	5:00 PM	6/12/2018	12:00 PM	June 28	June	6/10/2018
Jul	L4 07	6/11/2018	7/8/2018	7/9/2018	5:00 PM	7/10/2018	12:00 PM	July 28	July	7/8/2018
Aug	L4 08	7/9/2018	8/5/2018	8/6/2018	5:00 PM	8/7/2018	12:00 PM	August 28	August	8/5/2018
Sep	L4 09	8/6/2018	9/2/2018	9/3/2018	5:00 PM	9/4/2018	12:00 PM	September 28	September	9/2/2018
Oct	L4 10	9/3/2018	9/30/2018	10/1/2018	5:00 PM	10/2/2018	12:00 PM	October 28	October	9/30/2018
Nov	L4 11	10/1/2018	10/28/2018	10/29/2018	5:00 PM	10/30/2018	12:00 PM	November 28	November	10/28/2018
Dec	L4 12	10/29/2018	11/25/2018	11/26/2018	5:00 PM	11/27/2018	12:00 PM	December 28	December	11/25/2018
Jan 2019	L4 13	11/26/2018	12/23/2018	12/24/2018	5:00 PM	12/25/2018	12:00 PM	January 28	January 2018	12/23/2018
Feb 2019	L4 01	12/24/2018	1/20/2019	1/21/2019	5:00 PM	1/22/2019	12:00 PM	February 28	February 2018	1/20/2019

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
828.250.2336 OR jwexler@unca.edu