

## SHRA Non-Exempt SmartTime Calendar for 2018

Month	Leave Period	Calendar Days Covered		Employee Deadline		Approver Deadline		Vac and Sick Accrual Thru	Comp Accr & Lv Taken Thru
		From	To	Submission Date	Time	Approve by	Time		
Jan '18	SB 26	11/27/2017	12/10/2017	12/11/2017	5:00 PM	12/12/2017	12:00 PM	January	1/7/2018
	SB 01	12/11/2017	12/24/2017	12/25/2017	5:00 PM	12/26/2017	12:00 PM		
	SB 02	12/25/2017	1/7/2018	1/8/2018	5:00 PM	1/9/2018	12:00 PM		
Feb	SB 03	1/8/2018	1/21/2018	1/22/2018	5:00 PM	1/23/2018	12:00 PM	February	2/4/2018
	SB 04	1/22/2018	2/4/2018	2/5/2018	5:00 PM	2/6/2018	12:00 PM		
Mar	SB 05	2/5/2018	2/18/2018	2/19/2018	5:00 PM	2/20/2018	12:00 PM	March	3/4/2018
	SB 06	2/19/2018	3/4/2018	3/5/2018	5:00 PM	3/6/2018	12:00 PM		
Apr	SB 07	3/5/2018	3/18/2018	3/19/2018	5:00 PM	3/20/2018	12:00 PM	April	4/1/2018
	SB 08	3/19/2018	4/1/2018	4/2/2018	5:00 PM	4/3/2018	12:00 PM		
May	SB 09	4/2/2018	4/15/2018	4/16/2018	5:00 PM	4/17/2018	12:00 PM	May	5/13/2018
	SB 10	4/16/2018	4/29/2018	4/30/2018	5:00 PM	5/1/2018	12:00 PM		
	SB 11	4/30/2018	5/13/2018	5/14/2018	5:00 PM	5/15/2018	12:00 PM		
June	SB 12	5/14/2018	5/27/2018	5/28/2018	5:00 PM	5/29/2018	12:00 PM	June	6/10/2018
	SB 13	5/28/2018	6/10/2018	6/11/2018	5:00 PM	6/12/2018	12:00 PM		
July	SB 14	6/11/2018	6/24/2018	6/25/2018	5:00 PM	6/26/2018	12:00 PM	July	7/8/2018
	SB 15	6/25/2018	7/8/2018	7/9/2018	5:00 PM	7/10/2018	12:00 PM		
Aug	SB 16	7/9/2018	7/22/2018	7/23/2018	5:00 PM	7/24/2018	12:00 PM	August	8/5/2018
	SB 17	7/23/2018	8/5/2018	8/6/2018	5:00 PM	8/7/2018	12:00 PM		
Sep	SB 18	8/6/2018	8/19/2018	8/20/2018	5:00 PM	8/21/2018	12:00 PM	September	9/2/2018
	SB 19	8/20/2018	9/2/2018	9/4/2018	5:00 PM	9/6/2018	12:00 PM		
Oct	SB 20	9/3/2018	9/16/2018	9/17/2018	5:00 PM	9/18/2018	12:00 PM	October	9/30/2018
	SB 21	9/17/2018	9/30/2018	10/1/2018	5:00 PM	10/2/2018	12:00 PM		
Nov	SB 22	10/1/2018	10/14/2018	10/15/2018	5:00 PM	10/16/2018	12:00 PM	November	10/28/2018
	SB 23	10/15/2018	10/28/2018	10/29/2018	5:00 PM	10/30/2018	12:00 PM		
Dec	SB 24	10/29/2018	11/11/2018	11/12/2018	5:00 PM	11/13/2018	12:00 PM	December	11/25/2018
	SB 25	11/12/2018	11/25/2018	11/26/2018	5:00 PM	11/27/2018	12:00 PM		
JAN '19	SB26	11/26/2018	12/10/2018	12/11/2018	5:00 PM	12/12/2018	12:00 PM	January	1/6/2019

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 employees are employees that are subject to Fair Labor Standards Act and therefore eligible to earn compensatory time and a half after completing the maximum standard of 40 work hours during a period of five working days in the same work week. SmartTime is designed to comply with the Office of State Personnel and Fair Labor Standards Act regulations.

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