

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	9/3/2018	5:00 PM	9/4/2018	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	12/9/2018	12/10/2018	5:00 PM	12/11/2018	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 **Gabriel Ciampi, Payroll Data Administrator**

828.250.2352 OR gciampi@unca.edu