

# FIRE/MEDIC

## OVERTIME/LEAVE TAKEN

	Leave & OT Processing period	Employee Timesheet Deadline	Supervisor Timesheet Deadline	Check Date	
December	11/13-12/10	12/13	12/15	12/30	
January				1/13	
	12/11-1/7	1/10	1/12	1/31	
February				2/15	
	1/8-2/4	2/7	2/9	2/28	
March				3/15	
	2/5-3/4	3/7	3/9	3/31	
April				4/14	
	3/5-4/1	4/4	4/6	4/28	
May				5/15	
	4/2-4/29	5/2	5/4	5/31	
June				6/15	
	4/30-5/27	5/30	6/1	6/30	
July				7/14	
	5/28-6/24	6/27	6/29	7/31	
August				8/15	
	6/25-7/22	7/25	7/27	8/31	
September				9/15	
	7/23-8/19	8/22	8/24	9/29	
October	8/20-9/16	9/19	9/21	10/13	*****
	9/17-10/14	10/17	10/19	10/31	
November				11/15	
	10/15-11/11	11/14	<u>11/15</u>	11/30	
December				12/15	
	11/12-12/9	12/12	<u>12/13</u>	12/29	
January				1/15	
	12/10-1/6	1/9	1/11	1/31	

\*\*\*\*\* Represents OT catchup