

**YAVAPAI COLLEGE
FULL TIME EMPLOYEES
ABSENCE REPORT SCHEDULE
2009-2010**

<u>DATES INCLUDED:</u>	<u>DUE DATE:</u>
June 27 - July 10	Thursday, July 9
July 11 - July 24	Thursday, July 23
July 25 - August 7	Thursday, August 6
August 8 - August 21	Thursday, August 20
August 22 - September 4	Thursday, September 3
September 5 -September 18	Thursday, September 17
September 19 - October 2	Thursday, October 1
October 3 - October 16	Thursday, October 15
October 17 - October 30	Thursday, October 29
October 31 - November 13	Thursday, November 12
November 14 -November 27	Tuesday, November 24
November 28 - December 11	Thursday, December 10
December 12 - December 25	Thursday, December 24
December 26 - January 8	Thursday, January 7
January 9 - January 22	Thursday, January 21
January 23 - February 5	Thursday, February 4
February 6 - February 19	Thursday, February 18
February 20 - March 5	Thursday, March 4
March 6 - March 19	Thursday, March 11
March 20 - April 2	Thursday, April 1
April 3 - April 16	Thursday, April 15
April 17 - April 30	Thursday, April 29
May 1 - May 14	Thursday, May 13
May 15 - May 28	Thursday, May 27
May 29 - June 11	Thursday, June 10
June 12 - June 25	Thursday, June 24
June 26 - July 9	Thursday, July 8

Please note that all absence reports are due to the Payroll Office no later than 12:00pm on the due date. If someone in your department needs to correct hours after the absence report has been submitted, please have the supervisor send Leanne an email of the changes at Leanne.Kollwitz@yc.edu.