

## Pay Period Record Schedule - 2022

Pay Period Start	Pay Period Ends	Timesheet Due	HOLIDAYS
01/02/2022	01/15/2022	01/17/2022	
<b>01/16/2022</b>	<b>01/29/2022</b>	<b>01/31/2022</b>	<b>Monday 01/17/2022 Martin Luther King, Jr.</b>
01/30/2022	02/12/2022	02/14/2022	
<b>02/13/2022</b>	<b>02/26/2022</b>	<b>02/28/2022</b>	<b>Monday 02/21/2022 Washington's Birthday</b>
02/27/2022	03/12/2022	03/14/2022	
<b>03/13/2022</b>	<b>03/26/2022</b>	<b>03/28/2022</b>	
03/27/2022	04/09/2022	04/11/2022	
<b>04/10/2022</b>	<b>04/23/2022</b>	<b>04/25/2022</b>	
04/24/2022	05/07/2022	05/09/2022	
<b>05/08/2022</b>	<b>05/21/2022</b>	<b>05/23/2022</b>	
05/22/2022	06/04/2022	06/06/2022	<b>Monday 05/30/2022 Memorial Day</b>
<b>06/05/2022</b>	<b>06/18/2022</b>	<b>06/20/2022</b>	
06/19/2022	07/02/2022	07/01/2022	<b>Monday 06/20/2022 Juneteenth Independence Day</b>
<b>07/03/2022</b>	<b>07/16/2022</b>	<b>07/18/2022</b>	<b>Monday 07/04/2022 Independence Day</b>
07/17/2022	07/30/2022	08/01/2022	
<b>07/31/2022</b>	<b>08/13/2022</b>	<b>08/15/2022</b>	
08/14/2022	08/27/2022	08/29/2022	
<b>08/28/2022</b>	<b>09/10/2022</b>	<b>09/12/2022</b>	<b>Monday 09/05/2022 Labor Day</b>
09/11/2022	09/24/2022	09/26/2022	
<b>09/25/2022</b>	<b>10/08/2022</b>	<b>10/10/2022</b>	
10/09/2022	10/22/2022	10/24/2022	<b>Monday 10/10/2022 Columbus Day</b>
<b>10/23/2022</b>	<b>11/05/2022</b>	<b>11/07/2022</b>	
11/06/2022	11/19/2022	11/21/2022	<b>Friday 11/11/2022 Veterans Day</b>
<b>11/20/2022</b>	<b>12/03/2022</b>	<b>12/05/2022</b>	<b>Thursday 11/24/2021 Thanksgiving Day</b>
12/04/2022	12/17/2022	12/19/2022	
<b>12/18/2022</b>	<b>12/31/2022</b>	<b>01/02/2023</b>	<b>Monday 12/26/2022 Christmas</b>

All CARES employees are reminded that if you work 7 ½ hours or longer you must take a 30 minute **without pay** lunch period which should begin no later than 5 hours after the start of your work day. This 30 minute unpaid lunch period must be included in the calculation of your hours each day. If you work 7 ½ hours or longer per day and do not record a 30 minute lunch period on your timesheet, 30 minutes will be deducted from the total hours worked each day.

- Please note dates above when timesheets are due in the CARES Office. Timesheets must be submitted no later than 10:00am on the date due.
- **When a Holiday falls on a Monday, timesheets are due the previous Friday no later than 11:00 am**
- It is your responsibility to secure your supervisor's signature.
- In the case of VA employees, it is your responsibility and that of your supervisor to assure, document and certify the hours being worked for CARES are separate and distinct from those worked for the VA.
- Should you have any questions, please contact me by email: Ed Clark ([edward.clark2@va.gov](mailto:edward.clark2@va.gov))
- **When submitting timesheets via email, please also cc: April Morales ([April.morales@va.gov](mailto:April.morales@va.gov))**