**November 23 to 27, 2020**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>23</strong> Work Day</td>
<td><strong>24</strong> Work Day</td>
<td><strong>25</strong> Work Day</td>
<td><strong>26</strong> <strong>Thanksgiving Holiday</strong>&lt;br&gt;For most employees, last scheduled day before holiday is 11/25/2020 and next scheduled day after is 11/30/2020. Must work, be in pay status, or on approved unpaid leave on both to get holiday pay.&lt;br&gt;&lt;br&gt;&lt;u&gt;Exempt Academic and Exempt Civil Service&lt;/u&gt; employees do not report anything in AVSL or Webtime entry.&lt;br&gt;&lt;br&gt;&lt;u&gt;Non-Exempt Civil Service&lt;/u&gt; employees use the earnings code <em>HOL – Holidays</em>.</td>
<td><strong>27</strong> <strong>Designated Holiday</strong>&lt;br&gt;For most employees, last scheduled day before holiday is 11/25/2020 and next scheduled day after is 11/30/2020. Must work, be in pay status, or on approved unpaid leave on both to get holiday pay.&lt;br&gt;&lt;br&gt;&lt;u&gt;Exempt Academic and Exempt Civil Service&lt;/u&gt; employees do not report anything in AVSL or Webtime entry.&lt;br&gt;&lt;br&gt;&lt;u&gt;Non-Exempt Civil Service&lt;/u&gt; employees use the earnings code <em>HOL – Holidays</em>.</td>
</tr>
</tbody>
</table>

**Key:**
- MN = Academic Professional and Faculty pay period
- BW = Civil Service and Hourly Bi-Weekly pay period

**NOTE:** Employees on UNPAID FMLA leave should contact System Human Resource Services at 217-333-2600 or erhr@uillinois.edu so proper adjustments can be made to payroll.
<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Work Day</td>
<td>1 Work Day</td>
<td>2 Work Day</td>
<td>3 Work Day</td>
<td>4 Work Day</td>
</tr>
<tr>
<td></td>
<td>BW 25 pay period 11/15/20 to 11/28/20, Dept timesheet approvers should approve payroll by NOON TODAY. Super users have until 5:00 p.m. TODAY.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Work Day</td>
<td>8 Work Day</td>
<td>9 Work Day</td>
<td>10 Work Day</td>
<td>11 Work Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BW 25 Pay Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Work Day</td>
<td>15 Work Day</td>
<td>16 Work Day</td>
<td>17 Work Day</td>
<td>18 Work Day</td>
</tr>
<tr>
<td></td>
<td>BW 26 pay period 11/29/20 to 12/12/20, Dept timesheet approvers should approve payroll by NOON TODAY. Super users have until 5:00 p.m. TODAY.</td>
<td>MN 12 Pay Day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Key:** MN = Academic Professional and Faculty pay period          BW = Civil Service and Hourly Bi-Weekly pay period
**November 30, 2020 to December 25, 2020**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>Work Day</td>
<td>Work Day</td>
<td>Work Day</td>
<td>Day before Christmas</td>
<td>Christmas Holiday</td>
</tr>
</tbody>
</table>

24 Day before Christmas  
½ Gift/ ½ Excused  
For most employees, last scheduled day before holiday is 12/23/20 and next scheduled day after is 1/4/21. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.  

Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry.  

Non-Exempt Civil Service employees use the earnings code HOL – Holidays.

25 Christmas Holiday  
For most employees, last scheduled day before holiday is 12/23/20 and next scheduled day after is 1/4/21. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.  

Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry.  

Non-Exempt Civil Service employees use the earnings code HOL – Holidays.

**Key:**  
MN = Academic Professional and Faculty pay period  
BW = Civil Service and Hourly Bi-Weekly pay period
**NOTE:** Employees on UNPAID FMLA leave should contact System Human Resource Services at 217-333-2600 or erhr@uillinois.edu so proper adjustments can be made to payroll.

**Key:**
- MN = Academic Professional and Faculty pay period
- BW = Civil Service and Hourly Bi-Weekly pay period

### December 28, 2020 to January 1, 2021

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Day After Christmas Day, Designated Holiday</td>
<td>29</td>
<td>Gift Day</td>
<td>30</td>
</tr>
</tbody>
</table>

For most employees, last scheduled day before holiday is 12/23/20 and next scheduled day after is 1/4/21. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.

**Exempt Academic and Exempt Civil Service** employees do not report anything in AVSL or Webtime entry.

**Non-Exempt Civil Service** employees use the earnings code HOL – Holidays.

**BW 1 pay period**
- 12/13/20 to 12/26/20, Dept timesheet approvers should approve payroll by NOON TODAY. Super users have until 5:00 p.m. TODAY.

**29**
- Gift Day
  - Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry.
  - Non-Exempt Civil Service (if applicable) employees use the earnings code HGF – Holidays Gift.

Essential employees who must work on the Gift Day receive pay at their regular straight time hourly rate and may take their Gift Day at another time on or before 6/30/21 with departmental approval.

**30**
- Gift Day
  - Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry.
  - Non-Exempt Civil Service (if applicable) employees use the earnings code HGF – Holidays Gift.

Essential employees who must work on the Gift Day receive pay at their regular straight time hourly rate and may take their Gift Day at another time on or before 6/30/21 with departmental approval.

**31**
- Gift Day
  - Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL or Webtime entry.
  - Non-Exempt Civil Service (if applicable) employees use the earnings code HGF – Holidays Gift.

Essential employees who must work on the Gift Day receive pay at their regular straight time hourly rate and may take their Gift Day at another time on or before 6/30/21 with departmental approval.

**1**
- New Year’s Day Holiday
  - For most employees, last scheduled day before holiday is 12/23/20 and next scheduled day after is 1/4/21. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay.
  - Exempt Academic and Exempt Civil Service employees do not report anything in AVSL or Webtime entry.
  - Non-Exempt Civil Service employees use the earnings code HOL – Holidays.