**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

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<th>Fri</th>
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</thead>
</table>
| **29**  
Work Day               | **30**  
Work Day  
**BW 25 pay period**  
11/14/21 to 11/27/21,  
Dept timesheet approvers  
should approve payroll in  
webtime by **NOON TODAY**.  
Super users have until  
5:00 p.m. **TODAY**. | **1**  
Work Day  
**BW 25 Pay Date** | **2**  
Work Day | **3**  
Work Day |
| **6**  
Work Day               | **7**  
Work Day               | **8**  
Work Day  
**BW 25 Pay Date** | **9**  
Work Day | **10**  
Work Day |
| **13**  
Work Day              | **14**  
Work Day  
**BW 26 pay period**  
11/28/21 to 12/11/21,  
Dept timesheet approvers  
should approve payroll in  
webtime by **NOON TODAY**.  
Super users have until  
5:00 p.m. **TODAY**. | **15**  
Work Day | **16**  
Work Day  
**MN 12 Pay Day** | **17**  
Work Day |
| **20**  
Work Day              | **21**  
Work Day               | **22**  
Work Day  
**BW 26 Pay Date** | **23**  
Work Day | **24**  
**Day before Christmas Holiday**  
For most employees, last scheduled day before holiday is 12/23/21 and next scheduled day after is 1/5/22. 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, VSL or Webtime entry.  
**Non-Exempt Civil Service** employees use the earnings code **HOL – Holidays**. |
### December 27, 2021 to January 7, 2022

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
</table>
| **27**  
**Christmas Day Holiday, Observed**  
For most employees, last scheduled day before holiday is 12/23/21 and next scheduled day after is 1/5/22. Must work, be in pay status, or on approved unpaid leave on both to receive holiday pay. | **28**  
**Day After Christmas Holiday, Designated**  
For most employees, last scheduled day before holiday is 12/23/21 and next scheduled day after is 1/5/22. 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, VSL or Webtime entry.  
**Non-Exempt Civil Service** employees use the earnings code **HOL – Holidays**.  
**BW 1 pay period**  
12/12/21 to 12/25/21, Dept timesheet approvers should approve payroll in webtime 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, VSL 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 6/30/22 with departmental approval. | **30**  
**Gift Day**  
Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL, VSL 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 6/30/22 with departmental approval. | **31**  
**Gift Day**  
Exempt Academic and Exempt Civil Service (if applicable) employees do not report anything in AVSL, VSL 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 6/30/22 with departmental approval. |

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</thead>
<tbody>
<tr>
<td><strong>3</strong> New Year’s Day Holiday, Observed</td>
<td><strong>4</strong> Gift Day</td>
<td><strong>5</strong> Work Day</td>
<td><strong>6</strong> Work Day</td>
<td><strong>7</strong> Work Day</td>
</tr>
</tbody>
</table>

For most employees, last scheduled day before holiday is 12/23/21 and next scheduled day after is 1/5/22. 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, VSL or Webtime entry.

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

**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 6/30/22 with departmental approval.

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