



# FNA 2010 Calendar

**January**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**July**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**August**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**November**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**December**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## REMINDERS

It is important to complete HR orientation and annual trainings. If this is not completed, it may result in not being paid during a current pay period.

**TIMESHEETS ARE YOUR RESPONSIBILITY.** At the end of each pay period make sure you turn in your completed timesheet with signatures and back-up at the end of your shift. If this is not completed your paycheck will be delayed.

- **Overtime must be pre-approved .** Overtime forms must be completed and signed by your supervisor and you. Overtime is hours worked over 8 hours in a day and worked over 40 hours in a week.
- Sick leave past 3 days requires a doctor's slip.

**YOU MUST BE IN PAID STATUS THE FULL DAY BEFORE AND THE FULL DAY AFTER TO BE ELIGIBLE FOR THE HOLIDAY**

Visit the FNA intranet and web page for events, forms, job openings and more:  
[www.fairbanksnative.org](http://www.fairbanksnative.org)

## Important Dates

### JANUARY

- 1 New Year's Day
- 5 Kids back to school from holidays
- 18 Martin Luther King, Jr. Day

### FEBRUARY

- 15 Presidents' Day  
Washington's Birthday

### MARCH

- 5 All Staff Meeting
- 7 Daylight Saving Time begins
- 8-12 School spring break
- 17 St. Patrick's Day
- 19 Traditional Chiefs Day

### APRIL

### MAY

- 14 Last day of school
- 9 Mother's Day
- 31 Memorial Day

### JUNE

- 4 All Staff Meeting
- 20 Father's Day

### JULY

- 5 Independence Day

### AUGUST

- 27 All Staff Meeting

### SEPTEMBER

- 6 Labor Day

### OCTOBER

- 11 Columbus Day (not FNA holiday)
- 18 Alaska Day
- 31 Halloween

### NOVEMBER

- 2 Election Day
- 7 Daylight Saving Time ends
- 12 Veterans Day (Observed)
- 25 Thanksgiving Day
- 26 Alaska Native Day (Observed)

### DECEMBER

- 3 All Staff Meeting
- 20 School out for Winter Break
- 23 Company Holiday
- 24 Christmas Eve

All Staff Meeting ○ HOLIDAY (DAY OFF) ○

PAY PERIOD ENDS (PPE) ◇ PAY DAY □