



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
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			

March						
S	M	T	W	T	F	S
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
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
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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	
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
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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
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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

Important Dates

JANUARY

- 1 New Year's Day (Observed Jan 2nd)
- 9 Kids back to school from holidays
- 16 Martin Luther King, Jr. Day

FEBRUARY

- 20 Presidents' Day
- Washington's Birthday

MARCH

- 2 All Staff Meeting
- 11 Daylight Saving Time begins
- 12-16 School spring break
- 16 Traditional Chiefs Day
- 17 St. Patrick's Day
- 17 FNA Annual Potlatch

APRIL

MAY

- 21 Last day of school
- 13 Mother's Day
- 28 Memorial Day

JUNE

- 1 All Staff Meeting
- 17 Father's Day

JULY

- 4 Independence Day

AUGUST

- 31 All Staff Meeting

SEPTEMBER

- 3 Labor Day

OCTOBER




- 8 Columbus Day (not FNA holiday)
- 18 Alaska Day

NOVEMBER

- 4 Daylight Saving Time ends
- 6 Election Day
- 12 Veterans Day
- 22 Thanksgiving Day
- 23 Alaska Native Day (Observed)

DECEMBER

- 7 All Staff Meeting
- 24 School out for Winter Break
- 24 Christmas Eve
- 25 Christmas Day

All Staff Meeting  HOLIDAY (DAY OFF) 
 PAY PERIOD ENDS (PPE)  PAY DAY 