



FAIRBANKS NATIVE ASSOCIATION

2022

January

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September

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October

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November

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December

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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.

TIME DATA ENTRY IS YOUR RESPONSIBILITY. By the end of each pay period make certain you enter your timecard into ADP. Complete overtime notations in ADP by the end of your shift. If this is not completed your paycheck will be delayed.

- Overtime must be pre-approved. Overtime is hours worked over 8 hours in a day and/or worked over 40 hours in a week.
- Sick leave 3 days or more 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 Website for events, forms, job openings and more: www.fairbanksnative.org

IMPORTANT DATES

JANUARY

- 3 New Year's Day (observed)
- 4 Kids back to school from holidays
- 17 Martin Luther King, Jr. Day

FEBRUARY

- 21 Presidents' Day

MARCH

- 4 All Staff Meeting
- 13 Daylight Saving Time begins
- 14-18 School spring break
- 11 Annual Membership Meeting
- 18 Traditional Chiefs Day
- 19 FNA Annual Potlatch

APRIL

MAY

- 19 Last day of school
- 30 Memorial Day

JUNE

- 10 All Staff Meeting Picnic
- 20 Juneteenth

JULY

- 4 Independence Day (observed)

AUGUST

- 19 Back to School

SEPTEMBER

- 2 All Staff Meeting
- 5 Labor Day

OCTOBER

- 10 Indigenous Peoples' Day

NOVEMBER

- 6 Daylight Saving Time ends
- 11 Veterans Day
- 24 Thanksgiving Day
- 25 Alaska Native Day

DECEMBER

- 2 All Staff Meeting
- 19 School out for Winter Break
- 23 Christmas Holiday
- 26 Christmas Day

□ PAY DAY

◇ END OF PAY PERIOD

○ HOLIDAYS

☀ ALL STAFF MEETING



TO: All Staff

FROM: Steve Ginnis, Executive Director

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DATE: December 2, 2021

RE: 2022 Calendar

The observed FNA Holidays for 2022 are as follows:

Monday, January 3, 2022	New Year's Day
Monday, January 17, 2022	Martin Luther King, Jr. Day
Monday, February 21, 2022	President's Day
Friday, March 18, 2022	Traditional Chief's Day
Monday, May 30, 2022	Memorial Day
Monday, June 20, 2022	Juneteenth
Monday, July 4, 2022	Independence Day (observed)
Monday, September 5, 2022	Labor Day
Monday, October 10, 2022	Indigenous Peoples' Day
Friday, November 11, 2022	Veterans Day
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Alaska Native Day
Friday, December 23, 2022	Christmas Holiday
Monday, December 26, 2022	Christmas Day (observed)