



FAIRBANKS NATIVE ASSOCIATION

2023

January

S	M	T	W	T	F	S
	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

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12	13	14	15	16	17	18
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26	27	28				

March

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April

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May

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June

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July

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August

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September

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October

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November

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December

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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.

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

- 2 New Year's Day
- 4 Kids back to school from holidays
- 16 Martin Luther King, Jr. Day

FEBRUARY

- 20 Presidents' Day

MARCH

- 3 All Staff Meeting
- 12 Daylight Saving Time begins
- 13-17 School spring break
- 10 Annual Membership Meeting
- 17 Traditional Chiefs Day
- 18 FNA Annual Potlatch

APRIL

MAY

- 19 Last day of school
- 29 Memorial Day

JUNE

- 09 All Staff Meeting Picnic
- 19 Juneteenth

JULY

- 4 Independence Day (observed)

AUGUST

- 17 Back to School

SEPTEMBER

- 1 All Staff Meeting
- 4 Labor Day

OCTOBER

- 9 Indigenous Peoples' Day

NOVEMBER

- 5 Daylight Saving Time ends
- 10 Veterans Day
- 23 Thanksgiving Day
- 24 Alaska Native Day

DECEMBER

- 8 All Staff Meeting
- 22 School out for Winter Break
- 22 Christmas Eve 1/2 day
- 25 Christmas Day
- 26 Christmas Holiday

PAY DAY

END OF PAY PERIOD

HOLIDAYS

ALL STAFF MEETING