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 860-896-8335  
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## PAYDAYS AND HOLIDAYS 2020

2020 PAY PERIODS	TIMESHEETS DUE NO LATER THAN	PAY DAY FOR THAT PERIOD
Dec 22- Jan 4, 2020	9 am Jan 5, 2020	Jan 10, 2020
Jan 5- Jan 18	9 am Jan 19	Jan 24
Jan 19- Feb 1	9 am Feb 2	Feb 7
Feb 2- Feb 15	9 am Feb 16	Feb 21
Feb 16- Feb 29	9 am Mar 1	Mar 6
Mar 1- Mar 14	9 am Mar 15	Mar 20
Mar 15- Mar 28	9 am Mar 29	April 3
Mar 29- April 11	9 am April 12	April 17
April 12-April 25	9 am Mar 26	May 1
April 26-May 9	9 am May 10	May 15
May 10- May 23	9 am May 24	May 29
May 24- June 6	9 am June 7	June 12
June 7- June 20	9 am June 21	June 26
June 21- July 4	9 am July 5	July 10
July 5-July 18	9 am July 19	July 24
July 19- Aug 1	9 am Aug 2	Aug 7
Aug 2- Aug 15	9 am Aug 16	Aug 21
Aug 16- Aug 29	9 am Aug 30	Sept 4
Aug 30- Sept 12	9 am Sept 13	Sept 18
Sept 13- Sept 26	9 am Sept 27	Oct 2
Sept 27- Oct 10	9 am Oct 11	Oct 16
Oct 11- Oct 24	9 am Oct 25	Oct 30
Oct 25- Nov 7	9 am Nov 8	Nov 13
Nov 8- Nov 21	9 am Nov 22	Nov 27
Nov 22- Dec 5	9 am Dec 6	Dec 11
Dec 6 – Dec 19	9 am Dec 20	Dec 25
Dec 20- Jan 2, 2021	9 am Jan 3, 2021	Jan 8, 2021

## HOLIDAYS

Under special circumstances staff may be asked to work on holidays. Holidays not worked are unpaid for hourly staff. If a holiday falls on a Saturday, it is observed on the preceding Friday. If it falls on a Sunday, it is observed on the following Monday. If a shift is normally scheduled on a Saturday or Sunday, then BOTH that shift and the day the holiday is observed may be taken as a holiday.

We are closed the week between Christmas Eve and New Year's Day, there will be no services that week. There may be a training week in August when there is no therapy but staff are required to attend annual trainings for their required competencies (Safety Cares, etc.).

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day (July 4)

Labor Day

Thanksgiving Day

Day Following Thanksgiving

Christmas Eve

Christmas Day

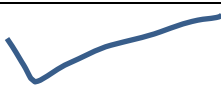
### TIMESHEET DIRECTIONS

**Fill in as shown in the example below LEGIBLY. Use digital numbers for total time (i.e. 6 hours 15 minutes = 6.25 hours, NOT 6.15)**

PLEASE FAX (860-896-8335) OR EMAIL ([HR@OAlautism.com](mailto:HR@OAlautism.com)) YOUR TIME SHEETS AFTER YOUR LAST SHIFT ON THE LAST DAY OF THE PAY PERIOD. LATE TIME SHEETS MAY RESULT IN LATE PAYCHECKS!

Staff Name: (PRINT) \_\_\_\_\_Robbie RBT \_\_\_\_\_TITLE: BX TECH

Dates \_\_\_\_\_6/5/16\_\_\_\_\_ to \_\_\_\_\_6/19/15\_\_\_\_\_.

PRINT Child's FULL Name OR train, drive time, etc.	Date	Shift times	Hours per shift	check here if nonbillable (training, drive time, etc.)
Training	6/17	8-12, 1230-430	8	
Suzie Quantum	6/18	9-12	3	
drive time	6/18	12-1230	0.5 (NOT 30)	
Johnny BeGood	6/18	1230-330	3	
<b>Total</b>			<b>14.5</b>	

Signed:  Dated: \_\_\_\_\_6/18/16\_\_\_\_\_

**ALL TIMESHEETS MUST BE SIGNED TO BE PROCESSED!**