

# 4 Week Schedule Periods - 2022

Schedule Period Start Date	Schedule Period End Date	Non-primetime requests due by: *See bullet 1 at bottom of page	Requests due by Will close at 8am on Monday	Schedule <u>must be posted by:</u> *Many units post the Friday prior to this date
1/2/2022	1/29/2022	9/17/21 (approve by 9/24/21)	12/5/2021	12/19/2021
1/30/2022	2/26/2022	10/15/21 (approve by 10/22/21)	1/2/2022	1/16/2022
2/27/2022	3/26/2022	11/12/21 (approve by 11/19/21)	1/30/2022	2/13/2022
3/27/2022	4/23/2022	12/10/21 (approve by 12/17/21)	2/27/2022	3/13/2022
4/24/2022	5/21/2022	Primetime and 1/7/22 (approved by 1/14/22)	3/27/2022	4/10/2022
5/22/2022	6/18/2022	Primetime	4/24/2022	5/8/2022
6/19/2022	7/16/2022	Primetime	5/22/2022	6/5/2022
7/17/2022	8/13/2022	Primetime	6/19/2022	7/3/2022
8/14/2022	9/10/2022	Primetime	7/17/2022	7/31/2022
9/11/2022	10/8/2022	Primetime and 5/27/22 (approved by 6/3/22)	8/14/2022	8/28/2022
10/9/2022	11/5/2022	6/24/22 (approved by 7/1/22)	9/11/2022	9/25/2022
11/6/2022*	12/31/2022*	7/22/22 (approved by 7/29/22)	10/2/2022	10/23/2022
*8 week winter holiday schedule including Thanksgiving, Christmas and New Year's				

## You can make requests up to 365 days in advance.

- Requests for vacation occurring between October 1<sup>st</sup> and April 30<sup>th</sup> will be approved or disapproved **12 weeks prior to the posting of the schedule in which they occur**, not 12 weeks before your vacation starts.
- Requests that occur during primetime will follow contract primetime guidelines.
- Otherwise requests will be approved during schedule creation of the schedule in which requested date falls.