

## BCGEU, SCFA & EXEMPT ABSENCE SUBMISSION SCHEDULE 2022

Pay Period NUMBER	PAY PERIOD DATE		ABSENCE SUBMISSIONS APPROVED BY NOON	PAY DATE
	FROM:	TO:		
202201	DEC 26, 2021	JAN 8, 2022	JAN 6, 2022	JAN 14, 2022
202202	JAN 9	JAN 22	JAN 20	JAN 28, 2022
202203	JAN 23	FEB 5	FEB 3	FEB 11, 2022
202204	FEB 6	FEB 19	*FEB 16*	FEB 25, 2022
202205	FEB 20	MAR 5	MAR 3	MAR 11, 2022
202206	MAR 6	MAR 19	MAR 17	MAR 25, 2022
202207	MAR 20	APR 2	MAR 31	APR 8, 2022
202208	APR 3	APR 16	*APR 12*	APR 22, 2022
202209	APR 17	APR 30	APR 28	MAY 6, 2022
202210	MAY 1	MAY 14	MAY 12	MAY 20, 2022
202211	MAY 15	MAY 28	MAY 26	JUN 3, 2022
202212	MAY 29	JUN 11	JUN 9	JUN 17, 2022
202213	JUN 12	JUN 25	*JUN 22*	JUN 30, 2022
202214	JUN 26	JUL 9	JUL 7	JUL 15, 2022
202215	JUL 10	JUL 23	JUL 21	JUL 29, 2022
202216	JUL 24	AUG 6	AUG 4	AUG 12, 2022
202217	AUG 7	AUG 20	AUG 18	AUG 26, 2022
202218	AUG 21	SEP 3	*AUG 31*	SEP 9, 2022
202219	SEP 4	SEP 17	SEP 15	SEP 23, 2022
202220	SEP 18	OCT 1	*SEP 28*	OCT 7, 2022
202221	OCT 2	OCT 15	OCT 13	OCT 21, 2022
202222	OCT 16	OCT 29	OCT 27	NOV 4, 2022
202223	OCT 30	NOV 12	*NOV 9*	NOV 18, 2022
202224	NOV 13	NOV 26	NOV 24	DEC 2, 2022
202225	NOV 27	DEC 10	DEC 8	DEC 16, 2022
202226	DEC 11	DEC 24	*DEC 8*	DEC 30, 2022
202301	DEC 25, 2022	JAN 7, 2023	JAN 5, 2023	JAN 13, 2023

**Absences may be called early depending on time lines to process payroll**

\*\* If you have absences to report for a prior period and / or have missed the submission due date you must email your adjustment to payroll and cc your supervisor for approval.

### Unit 4 Helpful Notes

For UNIT 4 Instruction Guides on Absences visit: <https://go.selkirk.ca/display/KB/ABSENCES>