

# FEBRUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Start of pay period one	2	3  Timesheets Due	4	5	6
7	8	9	10	11	12 Pay Day 	13
14 Valentine's Day	15 Presidents Day Post Office Closed End of pay period one	16 Start of pay period two	17	18  Timesheets Due	19	20
21	22	23	24	25	26 Pay Day 	27
28	1	2	3	4	5	6
End of Pay Period Two						

**Notes:** © www.calendarlabs.com

**Pay period one is the 1st through the 15th.**

**Pay period two is the 16th through the end of the month.**

**When the office is closed, please still send in faxes and emails. All calls will be returned the next business day.**

**Keep in consideration that when the post office is closed mail will be delayed. Send timesheets earlier or by another method if possible.**