

# NOVEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4  Timesheets Due	5	6
	Start of pay period one					
7	8	9	10	11 Veterans Day Post Office Closed	12	13
14	15 Pay Day 	16	17	18	19  Timesheets Due	20
	End of pay period one	Start of pay period two				
21	22	23	24	25 Thanksgiving Day LKI Office Closed Post Office Closed	26	27
28	29	30 Pay Day 	1	2	3	4
		End of pay period two				

**Notes:**

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**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.**