

# July 2023 – June 2024 TLAM Semi-Monthly Absence Processing Schedule

Employee Absence Submission / Manager Absence Approval Deadline—5pm	Absence Processing Period Begin	Absence Processing Period End	View Updated Absence Balances on Web
July 14, 2023	7/01/2023	7/15/2023	7/18/2023
July 27, 2023	7/16/2023	7/31/2023	8/3/2023*
August 11, 2023	8/01/2023	8/15/2023	8/18/2023
August 28, 2023	8/16/2023	8/31/2023	9/19/2023*
September 13, 2023	9/01/2023	9/15/2023	9/19/2023
September 27, 2023	9/16/2023	9/30/2023	10/3/2023*
October 12, 2023	10/01/2023	10/15/2023	10/17/2023
October 27, 2023	10/16/2023	10/31/2023	11/3/2023*
November 14, 2023	11/01/2023	11/15/2023	11/17/2023
November 28, 2023	11/16/2023	11/30/2023	12/5/2023*
December 14, 2023	12/01/2023	12/15/2023	12/19/2023
December 28, 2023	12/16/2023	12/31/2023	1/4/2024*
January 12, 2024	1/01/2024	1/15/2024	1/19/2024
January 29, 2024	1/16/2024	1/31/2024	2/7/2024*
February 14, 2024	2/01/2024	2/15/2024	2/21/2024
February 28, 2024	2/16/2024	2/29/2024	3/7/2024*
March 13, 2024	3/01/2024	3/15/2024	3/20/2024
March 28, 2024	3/16/2024	3/31/2024	4/4/2024*
April 11, 2024	4/1/2024	4/15/2024	4/19/2024
April 29, 2024	4/16/2024	4/30/2024	5/6/2024*
May 14, 2024	5/01/2024	5/15/2024	5/20/2024
May 29, 2024	5/16/2024	5/31/2024	6/6/2024*
June 13, 2024	6/01/2024	6/15/2024	6/21/2024
June 26, 2024	6/16/2024	6/30/2024	7/5/2024*

\***Note:** Vacation time earned is applied to the employee's balance at the end of the month.