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Timesheets/Approvals for Payroll #11 (EARLIER DUE DATE)

Employees, please note, that timesheets for the 5/6/18-5/19/18 pay period will be due 5/22/18 by midnight.

Supervisors who approve timesheets, please note, that all timesheets must be approved by 5/23/18 at noon.

Thanks for your cooperation in this matter due to the Memorial Day holiday.

Submitted by: Kayleigh Misner

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HR Tip of the Month

Did you know that if you need to be off for more than three days due to your own personal illness or a family member's illness that leave will need to be reported to the Human Resources office? Any leaves that are foreseeable need to be reported to the HR Office 30 days before leave. Anything that may come up that was not foreseeable, needs to be reported immediately to Human Resources.

Your leave could qualify as Family Medical Leave (FMLA), Short Term Disability, and/or the New York State Paid Family Leave (PFL). To determine which leave you qualify for and how much time you have in your banks, you need to contact Kayleigh Misner or Kim Wyant in the Human Resources office to discuss your options.

Finding the right forms are easy, please visit the updated HR website to view any forms that may be necessary for your leaves. There is also general information on the website that relates to the leaves and gives you an outline of what they can be used for.

Link: [HR Website](#)

Submitted by: Kayleigh Misner

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Cohen Regular Summer Hours Begin Next Week

May 16 through August 3, the Cohen Gallery will be open Wednesday - Sunday 11:00 am - 4:00 pm, with extended hours for special events, and by appointment.

Link: [webpage](#)

Attachment: [cohen front](#)

Submitted by: Cindy DeFelice

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