

St. Mary's Home Care Services, Inc.

JULY 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		28 of June TIME SHEETS DUE 6/15-6/28/2011	29 of June	30 of June CAP/VA/VR Time Sheets Due	1	2
3	4 OFFICE CLOSED **CNA DAY OFF- FOR CLIENTS NOT ASSESSED BY CCME, THOSE IN APPEAL, AND <u>ALL</u> 7 DAY CLIENTS	5	6	7	8	9
10	11 PAYDAY 6/15-6/28/2011	12 TIME SHEETS DUE 6/29-7/12/2011	13	14	15 CAP/VA/VR Time Sheets Due	16
17	18	19	20	21	22	23
24	25	26 PAYDAY 6/29-7/12/2011	27	28	29	30
31	1 of August TIME SHEETS DUE 7/13-7/31/2011 CAP/VA/VR 7/15-7/31	2	3	4	5	6

* When payroll falls on Saturday consider it paid on Friday. When payroll falls on Sunday consider it paid on Monday. CAP/VA/VR TIME SHEETS ARE DUE FOR THE DATES INDICATED ON THE TIMESHEET AND WILL BE PAID FOR THOSE DATES. ****ONLY CLIENTS THAT HAVE NOT BEEN ASSESSED BY CCME, CLIENTS IN APPEAL, AND ANY 7 DAY CLIENTS MUST TAKE JULY 4, 2011 OFF. ALL OTHER CLIENTS MAY BE WORKED ON JULY 4TH UNLESS FAMILY IS PROVIDING SERVICES OR CLIENT IS UNAVAILABLE. CONTACT YOUR OFFICE WITH ANY QUESTIONS.**