

**Personal Leave Quarters**  
**Fiscal Year 2014**  
 Non-Management, Corrections, and State Police

Pay Period Beginning	Pay Period Ending	Awarded in Check Date	Please Use By* (pay period end)
April 7, 2013	July 13, 2013	<b>7/25/2013</b>	October 5, 2013
July 14, 2013	October 5, 2013	<b>10/17/2013</b>	July 12, 2014
October 6, 2013	January 11, 2014	<b>1/23/2014</b>	July 12, 2014
January 12, 2014	April 5, 2014	<b>4/17/2014</b>	July 12, 2014
April 6, 2014	July 12, 2014	<b>7/24/2014</b>	October 4, 2014

**Note:** PARs documenting successful completion of original probation that are not submitted timely may affect the employee's ability to receive time before the "Use By" date. Please contact Employee Benefits with leave questions by calling 828-6700, Option 1 for HR and Option 3 for Benefits.

\*The use by dates do not apply to State Police. Please see the State Police Collective Bargaining Agreement for carry-over provisions.