

## Bi-weekly Guarantee Periods

Guarantee Period		Guarantee Claims must be submitted by: (23:59 Eastern Time)	Included in Pay for Pay Period	Deposit Date for Pay Period
Start	End			
7-Dec-2009	20-Dec-2009	26-Dec-2009	PP 01	7-Jan-2010
21-Dec-2009	3-Jan-2010	9-Jan-2010	PP 02	21-Jan-2010
4-Jan-2010	17-Jan-2010	23-Jan-2010	PP 03	4-Feb-2010
18-Jan-2010	31-Jan-2010	6-Feb-2010	PP 04	18-Feb-2010
1-Feb-2010	14-Feb-2010	20-Feb-2010	PP 05	4-Mar-2010
15-Feb-2010	28-Feb-2010	6-Mar-2010	PP 06	18-Mar-2010
1-Mar-2010	14-Mar-2010	20-Mar-2010	PP 07	1-Apr-2010
15-Mar-2010	28-Mar-2010	3-Apr-2010	PP 08	15-Apr-2010
29-Mar-2010	11-Apr-2010	17-Apr-2010	PP 09	29-Apr-2010
12-Apr-2010	25-Apr-2010	1-May-2010	PP 10	13-May-2010
26-Apr-2010	9-May-2010	15-May-2010	PP 11	28-May-2010
10-May-2010	23-May-2010	29-May-2010	PP 12	10-Jun-2010
24-May-2010	6-Jun-2010	12-Jun-2010	PP 13	23-Jun-2010
7-Jun-2010	20-Jun-2010	26-Jun-2010	PP 14	8-Jul-2010
21-Jun-2010	4-Jul-2010	10-Jul-2010	PP 15	22-Jul-2010
5-Jul-2010	18-Jul-2010	24-Jul-2010	PP 16	5-Aug-2010
19-Jul-2010	1-Aug-2010	7-Aug-2010	PP 17	19-Aug-2010
2-Aug-2010	15-Aug-2010	21-Aug-2010	PP 18	2-Sep-2010
16-Aug-2010	29-Aug-2010	4-Sep-2010	PP 19	16-Sep-2010
30-Aug-2010	12-Sep-2010	18-Sep-2010	PP 20	30-Sep-2010
13-Sep-2010	26-Sep-2010	2-Oct-2010	PP 21	14-Oct-2010
27-Sep-2010	10-Oct-2010	16-Oct-2010	PP 22	28-Oct-2010
11-Oct-2010	24-Oct-2010	30-Oct-2010	PP 23	10-Nov-2010
25-Oct-2010	7-Nov-2010	13-Nov-2010	PP 24	25-Nov-2010
8-Nov-2010	21-Nov-2010	27-Nov-2010	PP 25	09-Dec-2010
22-Nov-2010	5-Dec-2010	11-Dec-2010	PP 26	23-Dec-2010

Key points to consider with the above calendar:

- **Guarantee Periods** commence on a Monday and conclude the Sunday of the following week (aligned with 2 weekly crew changes).
- All earnings in the Guarantee Period are compared with entitlement in the same Guarantee Period.
- Claims should be submitted with a **Start Date** of the first day of the Guarantee Period and an **End Date** of the last day of the Guarantee Period.
- Claims will be processed in the pay period for which the Guarantee Period ends provided they are submitted by the deadline.

Kent S. Cook  
Senior Auditor - CMC