

FAQ: Timelines and Time Periods

How do I count days to establish recruitment timelines and time periods as outlined by the regulation?

Timelines are the number of days prior to or after a required event. When counting a timeline, the day of the event is not counted, the next day is counted as one, and the last day is included in the count. Thus, when determining the required 30 day timeline prior to filing an application for a newspaper advertisement placed on Thursday, February 1, 2007, the Thursday is not counted because it is the day of the event. Friday, February 2nd, is counted as day 1 of the timeline; Saturday, February 3rd, is day 2; etc., up until Saturday, March 3rd, which is day number 30. The application can be filed on the 30th day after the event, Saturday, March 3rd, but not before. The same result is achieved if counting back from the day of the filing. If the application is filed on Saturday, March 3rd, the 3rd is not counted because it is the day of the event. Friday, the 2nd, becomes day 1; Thursday, the 1st, is day 2; back to February 1st, the 30th day. Under the limitation precluding filing in the 30 days prior to the date of filing, if an application was filed on March 3, 2007, a newspaper or national journal advertisement could have been placed as late as February 1st, but no later.

Time Periods are the number of days during which an activity must take place. Examples of time periods are the requirement that a job order must be placed for 30 days and the requirement that a Notice of Filing must be posted for ten consecutive business days which may include Saturdays, Sundays and Federal holidays where the place of business is open for business on those days. When counting a time period, both the start date and end date are included in the count. Thus, if a job order is posted from February 1, 2007, through March 8, 2007, February 1st, is counted as day 1; February 2nd, is day 2; March 2nd, is day 30; and March 8th, is day 36.

To determine the first date on which the application can be filed after posting a job order, the 30-day time period for the job posting and the 30-day prior to filing timeline must both be calculated. In the example we are using above, March 2nd, [not March 8th] is the last day of the 30 day time period for the job order placement and is considered the event day so it is not counted in the timeline. Rather, the counting of the filing timeline starts on March 3rd, which is counted as day 1; March 4th, is day 2; etc., up until April 1st, which is day 30, the earliest possible filing date for an application. In counting backward from April 1st to February 1st, the 1st is only day 59, not day 60, the outcome if the 30 day time period required for the job order plus the 30 day timeline restriction prior to filing were added. This is because two counting paradigms are being combined—one where the event (or start date) is counted and the other where it is not. Counting forward 60 days from the start of the 30 day job order time period does provide the correct calculation if the first day of the event is counted, as required, when counting days in a time period. To avoid mistakes, it is recommended that the time period and the timeline be counted separately.

As another example, the regulation requires the Notice of Filing to be posted for a time period of ten consecutive business days. Assume that a place of business is open for business Monday through Friday and is closed holidays. If the order is posted on Monday, April 30, 2007, Monday is day 1; Friday, May 4th, is day 5; the following Monday, May 7th, is day 6; and Friday, May 11th, is day 10. May 11th, is the last day of this time period and is therefore defined as the event and not counted when calculating the 30 day restriction prior to filing timeline. To calculate the 30 day timeline, May 12th, is day 1; May 13th, is day 2; May 23rd, is day 12; May 31st, is day 20; and June 10th, is day 30. The application can be filed on June 10, 2007.

Examples of the earliest filing date permissible for a particular Notice of Filing posting or job order placement date are as follows:

Job Order

If the job order start date is Monday, November 13, 2006, the end date must be Tuesday, December 12, 2006 to meet the 30 day job order posting requirement. The earliest filing date permissible is Thursday, January 11, 2007 (neither the 30 day job order placement requirement nor the 30 day prior to filing limitation have a business day restriction and, therefore, weekends and holidays are included in both of the counts).

Notice of Filing

Where the place of business is open for business for ten consecutive business days but closed Saturdays, Sundays and Federal holidays

If the Notice of Filing is posted on Thursday, June 28, 2007, the posting dates must be June 28 – July 12¹, and the earliest filing date permissible is Saturday, August 11, 2007.

Where the place of business is open for business for ten consecutive business days including Saturdays, Sundays and Federal holidays

If the Notice of Filing is posted on Thursday, June 28, 2007, the posting dates must be June 28 – July 7, and the earliest filing date permissible is Monday, August 6, 2007.

Where the place of business is open for business Saturdays and Sundays but closed on Mondays

If the Notice of Filing is posted on Saturday, August 18, 2007, the posting dates must be August 18 – August 29. The days counted are Tuesdays through Sundays; Mondays are not included in the count due to the business being closed on those days. The earliest filing date permissible is Sunday, September 28, 2007 (the 30 day prior to filing limitation has no business day restriction and, therefore, weekends and holidays are included in the count).

¹ Assume, for this example, that the employer is only open for business Monday through Friday, and it is closed on July 4.

In Summary: There are two "types" of time calculations used by the Permanent Online System: timeline calculations and time period calculations.

1. Timeline calculations are those calculations verifying the number of days prior to or after an event. For example, verifying that advertisements did not run less than 30 days and no more than 180 days from the date of filing.

When calculating **timelines**, the day the event occurred is not counted. The next day is counted as day one and the last day of the event is included in the count.

2. Time period calculations are those calculations verifying the number of days an activity took place. For example, verifying a job order ran for 30 days.

When calculating **time periods**, the day the event occurred is counted as day one and the last day of the event is included in the count.

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