

How to Count Business Days

EXAMPLE ONLY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Day 1: ISSS receives your request.

Days 2-11 = 7 business days.

Days 5-6: Weekend. Not business days.

Day 7: Holiday (ISSS office closed). Not a business day.

Day 11: Your new document is available for pickup.