

### SHRA Non-Exempt Leave Report Calendar 2024

Leave Period	Payroll	Calendar Days Covered From	Calendar Days Covered To	Employee Submit Deadline	Approver Submit Deadline	Leave Balances Available on WEB	Vac and Sick Accrual thru	Comp Accr & Lv Taken Thru
SB 26	MN01	12/4/2023	12/17/2023	12/18/2023	12/19/2023	January 25	January	December 31
SB 01		12/18/2023	12/31/2023	1/5/2024	1/5/2024			
SB 02	MN02	1/1/2024	1/14/2024	1/16/2024	1/16/2024	February 25	February	February 11
SB 03		1/15/2024	1/28/2024	1/29/2024	1/29/2024			
SB 04		1/29/2024	2/11/2024	2/12/2024	2/13/2024			
SB 05	MN03	2/12/2024	2/25/2024	2/26/2024	2/27/2024	March 25	March	March 10
SB 06		2/26/2024	3/10/2024	3/11/2024	3/12/2024			
SB 07	MN04	3/11/2024	3/24/2024	3/25/2024	3/26/2024	April 25	April	April 7
SB 08		3/25/2024	4/7/2024	4/8/2024	4/9/2024			
SB 09	MN05	4/8/2024	4/21/2024	4/22/2024	4/23/2024	May 25	May	May 5
SB 10		4/22/2024	5/5/2024	5/6/2024	5/7/2024			
SB 11	MN06	5/6/2024	5/19/2024	5/20/2024	5/21/2024	June 25	June	June 3
SB 12		5/20/2024	6/2/2024	6/3/2024	6/4/2024			
SB 13	MN07	6/3/2024	6/16/2024	6/17/2024	6/18/2024	July 25	July	June 30
SB 14		6/17/2024	6/30/2024	7/1/2024	7/2/2024			
SB 15	MN08	7/1/2024	7/14/2024	7/15/2024	7/16/2024	August 25	August	August 11
SB 16		7/15/2024	7/28/2024	7/29/2024	7/30/2024			
SB 17		7/29/2024	8/11/2024	8/12/2024	8/13/2024			
SB 18	MN09	8/12/2024	8/25/2024	8/26/2024	8/27/2024	September 25	September	September 8
SB 19		8/26/2024	9/8/2024	9/9/2024	9/10/2024			
SB 20	MN10	9/9/2024	9/22/2024	9/23/2024	9/24/2024	October 25	October	October 6
SB 21		9/23/2024	10/6/2024	10/7/2024	10/8/2024			
SB 22	MN11	10/7/2024	10/20/2024	10/21/2024	10/22/2024	November 25	November	November 3
SB 23		10/21/2024	11/3/2024	11/4/2024	11/5/2024			
SB 24	MN12	11/4/2024	11/17/2024	11/18/2024	11/19/2024	December 23	December	December 1
SB 25		11/18/2024	12/1/2024	12/2/2024	12/3/2024			
SB 26	MN01	12/2/2024	12/15/2024	12/16/2024	12/17/2024	January 25	January	December 29
SB 01		12/16/2024	12/29/2024	12/30/2024	12/31/2024			