

SHRA Non-Exempt Leave Report Calendar 2023

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	12/5/2022	12/18/2022	12/19/2022	12/20/2022	January 25	January	January 1
SB 01		12/19/2022	1/1/2023	1/3/2022	1/4/2022			
SB 02	MN02	1/2/2023	1/15/2023	1/17/2023	1/18/2023	February 25	February	February 12
SB 03		1/16/2023	1/29/2023	1/30/2023	1/31/2023			
SB 04		1/30/2023	2/12/2023	2/13/2023	2/14/2023			
SB 05	MN03	2/13/2023	2/26/2023	2/27/2023	2/28/2023	March 25	March	March 12
SB 06		2/27/2023	3/12/2023	3/13/2023	3/14/2023			
SB 07	MN04	3/13/2023	3/26/2023	3/27/2023	3/28/2023	April 25	April	April 9
SB 08		3/27/2023	4/9/2023	4/10/2023	4/11/2023			
SB 09	MN05	4/10/2023	4/23/2023	4/24/2023	4/25/2023	May 25	May	May 7
SB 10		4/24/2023	5/7/2023	5/8/2023	5/9/2023			
SB 11	MN06	5/8/2023	5/21/2023	5/22/2023	5/23/2023	June 25	June	June 4
SB 12		5/22/2023	6/4/2023	6/5/2023	6/6/2023			
SB 13	MN07	6/5/2023	6/18/2023	6/19/2023	6/20/2023	July 25	July	July 2
SB 14		6/19/2023	7/2/2023	7/5/2023	7/6/2023			
SB 15	MN08	7/3/2023	7/16/2023	7/17/2023	7/18/2023	August 25	August	August 13
SB 16		7/17/2023	7/30/2023	7/31/2023	8/1/2023			
SB 17		7/31/2023	8/13/2023	8/14/2023	8/15/2023			
SB 18	MN09	8/14/2023	8/27/2023	8/28/2023	8/29/2023	September 25	September	September 10
SB 19		8/28/2023	9/10/2023	9/11/2023	9/12/2023			
SB 20	MN10	9/11/2023	9/24/2023	9/25/2023	9/26/2023	October 25	October	October 8
SB 21		9/25/2023	10/8/2023	10/9/2023	10/10/2023			
SB 22	MN11	10/9/2023	10/22/2023	10/23/2023	10/24/2023	November 25	November	November 5
SB 23		10/23/2023	11/5/2023	11/6/2023	11/7/2023			
SB 24	MN12	11/6/2023	11/19/2023	11/20/2023	11/21/2023	December 23	December	December 3
SB 25		11/20/2023	12/3/2023	12/4/2023	12/5/2023			
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	1/2/2024	1/5/2024			

Yellow Highlights dates adjusted for short paycycles.