

SHRA/EPS Exempt Monthly Calendar - 2025

Lv 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
MN12	MN01	12/1/2024	12/31/2024	1/6/2025	1/7/2025	January 25	January	December 31
MN01	MN02	1/1/2025	1/31/2025	2/5/2025	2/6/2025	February 25	February	January 31
MN02	MN03	2/1/2025	2/28/2025	3/5/2025	3/6/2025	March 25	March	February 28
MN03	MN04	3/1/2025	3/31/2025	4/3/2025	4/4/2025	April 25	April	March 31
MN04	MN05	4/1/2025	4/30/2025	5/5/2025	5/6/2025	May 25	May	April 30
MN05	MN06	5/1/2025	5/31/2025	6/4/2025	6/5/2025	June 25	June	May 31
MN06	MN07	6/1/2025	6/30/2025	7/7/2025	7/8/2025	July 25	July	June 30
MN07	MN08	7/1/2025	7/31/2025	8/5/2025	8/6/2025	August 25	August	July 31
MN08	MN09	8/1/2025	8/31/2025	9/4/2025	9/5/2025	September 25	September	August 31
MN09	MN10	9/1/2025	9/30/2025	10/3/2025	10/6/2023	October 25	October	September 30
MN10	MN11	10/1/2025	10/31/2025	11/5/2025	11/6/2025	November 25	November	October 31
MN11	MN12	11/1/2025	11/30/2025	12/3/2025	12/4/2025	December 25	December	November 30
MN12	MN01	12/1/2025	12/31/2025	1/6/2026	1/7/2026	January 25	January	December 31