2023

Exempt Leave Report Payroll Calendar

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Leave Period | Calendar Days Covered | | Submit Deadline  5:00pm | Approver Deadline 5:00PM | Payroll  Date |
| MN 01 | 01-01-2023 | 01-31-2023 | 02-01-2023 | 02-02-2023 | January 31, 2023 |
| MN 02 | 02-01-2023 | 02-28-2023 | 03-03-2023 | 03-04-2023 | February 28, 2023 |
| MN 03 | 03-01-2023 | 03-31-2023 | 04-01-2023 | 04-02-2023 | March 31, 2023 |
| MN 04 | 04-01-2023 | 04-30-2023 | 05-01-2023 | 05-02-2023 | April 28, 2023 |
| MN 05 | 05-01-2023 | 05-31-2023 | 06-01-2023 | 06-02-2023 | May 31, 2023 |
| MN 06 | 06-01-2023 | 06-30-2023 | 07-03-2023 | 07-05-2023 | June 30, 2023 |
| MN 07 | 07-01-2023 | 07-31-2023 | 08-01-2023 | 08-02-2023 | July 31, 2023 |
| MN 08 | 08-01-2023 | 08-31-2023 | 09-05-2023 | 09-06-2023 | August 31, 2023 |
| MN 09 | 09-01-2023 | 09-30-2023 | 10-02-2023 | 10-03-2023 | September 29, 2023 |
| MN 10 | 10-01-2023 | 10-31-2023 | 11-01-2023 | 11-04-2023 | October 31, 2023 |
| MN 11 | 11-01-2023 | 11-30-2023 | 12-01-2023 | 12-04-2023 | November 30,2023 |
| MN 12 | 12-01-2023 | 12-31-2023 | 12-18-2023 | 12-19-2023 | December 21, 2023 |