

SHRA/EHRA Exempt Calendar - 2024

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	12/01/23	12/31/23	01/05/24	01/08/24	January 25	January	December 31
MN01	MN02	01/01/24	01/31/24	02/05/24	02/06/24	February 25	February	January 31
MN02	MN03	02/01/24	02/29/24	03/05/24	03/06/24	March 25	March	February 28
MN03	MN04	03/01/24	03/31/24	04/05/24	04/06/24	April 25	April	March 31
MN04	MN05	04/01/24	04/30/24	05/03/24	05/06/24	May 25	May	April 30
MN05	MN06	05/01/24	05/31/24	06/05/24	06/06/24	June 25	June	May 31
MN06	MN07	06/01/24	06/30/24	07/08/24	07/09/24	July 25	July	June 30
MN07	MN08	07/01/24	07/31/24	08/05/24	08/06/24	August 25	August	July 31
MN08	MN09	08/01/24	08/31/24	09/05/24	09/06/24	September 25	September	August 31
MN09	MN10	09/01/24	09/30/24	10/05/24	10/06/24	October 25	October	September 30
MN10	MN11	10/01/24	10/31/24	11/05/24	11/06/24	November 25	November	October 31
MN11	MN12	11/01/24	11/30/24	12/03/24	12/04/24	December 25	December	November 30
MN12	MN01	12/01/24	12/31/24	01/06/25	01/07/25	January 25	January	December 31

Rev 9/2023