

SHRA Non-Exempt Employees Leave Report Calendar 2021

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 27	MN01	12/07/20	12/20/20	12/21/20	12/22/20	January 25	January	January 3
SB 01	MN01	12/21/20	01/03/21	01/04/21	01/05/21			
SB 02	MN02	01/04/21	01/17/21	01/19/21	01/20/21	February 25	February	January 31
SB 03	MN02	01/18/21	01/31/21	02/01/21	02/02/21			
SB 04	MN03	02/01/21	02/14/21	02/15/21	02/16/21	March 25	March	February 28
SB 05	MN03	02/15/21	02/28/21	03/01/21	03/02/21			
SB 06	MN04	03/01/21	03/14/21	03/15/21	03/16/21	April 25	April	April 11
SB 07	MN04	03/15/21	03/28/21	03/29/21	03/30/21			
SB 08	MN04	03/29/21	04/11/21	04/12/21	04/13/21			
SB 09	MN05	04/12/21	04/25/21	04/26/21	04/27/21	May 25	May	May 9
SB 10	MN05	04/26/21	05/09/21	05/10/21	05/11/21			
SB 11	MN06	05/10/21	05/23/21	05/24/21	05/25/21	June 25	June	June 6
SB 12	MN06	05/24/21	06/06/21	06/07/21	06/08/21			
SB 13	MN07	06/07/21	06/20/21	06/21/21	06/22/21	July 25	July	July 4
SB 14	MN07	06/21/21	07/04/21	07/06/21	07/07/21			
SB 15	MN08	07/05/21	07/18/21	07/19/21	07/20/21	August 25	August	August 1
SB 16	MN08	07/19/21	08/01/21	08/02/21	08/03/21			
SB 17	MN09	08/02/21	08/15/21	08/16/21	08/17/21	September 25	September	September 12
SB 18	MN09	08/16/21	08/29/21	08/30/21	08/31/21			
SB 19	MN09	08/30/21	09/12/21	09/13/21	09/14/21			
SB 20	MN10	09/13/21	09/26/21	09/27/21	09/28/21	October 25	October	October 10
SB 21	MN10	09/27/21	10/10/21	10/11/21	10/12/21			
SB 22	MN11	10/11/21	10/24/21	10/25/21	10/26/21	November 25	November	October 24
SB 23	MN12	10/25/21	11/07/21	11/08/21	11/09/21	December 23	December	December 5
SB 24	MN12	11/08/21	11/21/21	11/22/21	11/23/21			
SB 25	MN12	11/22/21	12/05/21	12/06/21	12/07/21			
SB 26	MN01	12/06/21	12/19/21	12/20/21	12/21/21	January 25	January	January 2
SB 01	MN01	12/20/21	01/02/22	01/04/22	01/05/22			

Yellow Highlights dates adjusted for Holidays.