



2024

Exempt Leave Report Payroll Calendar

Leave Period	Calendar Days Covered		Submit Deadline 5:00pm	Approver Deadline 5:00PM	Payroll Date
MN 01	01-01-2024	01-31-2024	02-01-2024	02-02-2024	January 31, 2024
MN 02	02-01-2024	02-28-2024	03-04-2024	03-05-2024	February 28, 2024
MN 03	03-01-2024	03-31-2024	04-01-2024	04-02-2024	March 31, 2024
MN 04	04-01-2024	04-30-2024	05-01-2024	05-02-2024	April 28, 2024
MN 05	05-01-2024	05-31-2024	06-03-2024	06-04-2024	May 31, 2024,
MN 06	06-01-2024	06-30-2024	07-01-2024	07-02-2024	June 30, 2024
MN 07	07-01-2024	07-31-2024	08-01-2024	08-02-2024	July 31, 2024
MN 08	08-01-2024	08-31-2024	09-02-2024	09-03-2024	August 31, 2024
MN 09	09-01-2024	09-30-2024	10-01-2024	10-02-2024	September 29, 2024
MN 10	10-01-2024	10-31-2024	11-04-2024	11-05-2024	October 31, 2024,
MN 11	11-01-2024	11-30-2024	12-01-2024	12-03-2024	November 30, 2024
MN 12	12-01-2024	12-31-2024	12-16-2024	12-17-2024	December 20, 2024