



2023 SHRA SUBJECT EMPLOYEES LEAVE REPORT (TIMESHEET) SCHEDULE

LEAVE PERIOD	PAYROLL PERIOD	TIMESHEET START DATE	TIMESHEET END DATE	EMPLOYEE SUBMIT DEADLINE	MANAGER APPROVAL	CHECK DATE	VAC & SICK ACCRUAL THRU	COMP ACCR & LEAVE TAKEN THRU
SB 26	MN01	December 5, 2022	December 18, 2022	12/19/2022	12/20/2022	1/31/2023	January	January 1, 2023
SB 01	MN01	December 19, 2022	January 1, 2023	1/3/2023	1/4/2023		January	January 1, 2023
SB 02	MN02	January 2, 2023	January 15, 2023	01/17/2023	1/18/2023	2/28/2023	February	February 12, 2023
SB 03	MN02	January 16, 2023	January 29, 2023	01/30/2023	1/31/2023		February	February 12, 2023
SB 04	MN02	January 30, 2023	February 12, 2023	2/13/2023	2/14/2023		February	February 12, 2023
SB 05	MN03	February 13, 2023	February 26, 2023	2/27/2023	2/28/2023	3/31/2023	March	March 12, 2023
SB 06	MN03	February 27, 2023	March 12, 2023	3/13/2023	3/14/2023		March	March 12, 2023
SB 07	MN04	March 13, 2023	March 26, 2023	3/27/2023	3/28/2023	4/28/2023	April	April 9, 2023
SB 08	MN04	March 27, 2023	April 9, 2023	4/10/2023	4/11/2023		April	April 9, 2023
SB 09	MN05	April 10, 2023	April 23, 2023	4/24/2023	4/25/2023	5/31/2023	May	May 7, 2023
SB 10	MN05	April 24, 2023	May 7, 2023	5/8/2023	5/9/2023		May	May 7, 2023
SB 11	MN06	May 8, 2023	May 21, 2023	5/22/2023	5/23/2023	6/30/2023	June	June 4, 2023
SB 12	MN06	May 22, 2023	June 4, 2023	6/5/2023	6/6/2023		June	June 4, 2023
SB 13	MN07	June 5, 2023	June 18, 2023	6/19/2023	6/20/2023	7/31/2023	July	July 2, 2023
SB 14	MN07	June 19, 2023	July 2, 2023	7/3/2023	7/5/2023		July	July 2, 2023
SB 15	MN08	July 3, 2023	July 16, 2023	7/17/2023	7/18/2023	8/31/2023	August	August 13, 2023
SB 16	MN08	July 17, 2023	July 30, 2023	7/31/2023	8/1/2023		August	August 13, 2023
SB 17	MN08	July 31, 2023	August 13, 2023	8/14/2023	8/15/2023		August	August 13, 2023
SB 18	MN09	August 14, 2023	August 27, 2023	8/28/2023	8/29/2023	9/29/2023	September	September 10, 2023
SB 19	MN09	August 28, 2023	September 10, 2023	9/11/2023	9/12/2023		September	September 10, 2023
SB 20	MN10	September 11, 2023	September 24, 2023	9/25/2023	9/26/2023	10/31/2023	October	October 8, 2023
SB 21	MN10	September 25, 2023	October 8, 2023	10/9/2023	10/10/2023		October	October 8, 2023
SB 22	MN11	October 9, 2023	October 22, 2023	10/23/2023	10/24/2023	11/30/2023	November	November 5, 2023
SB 23	MN11	October 23, 2023	November 5, 2023	11/6/2023	11/6/2023		November	November 5, 2023
SB 24	MN12	November 6, 2023	November 19, 2023	11/20/2023	11/21/2023	12/21/2023	December	December 3, 2023
SB 25	MN12	November 20, 2023	December 3, 2023	12/3/2023	12/3/2023		December	December 3, 2023
SB 26	MN01	December 4, 2023	December 17, 2023	12/18/2023	12/19/2023	1/31/2024	January	December 31, 2023
SB 01	MN01	December 18, 2023	December 31, 2023	1/2/2024	1/3/2024		January	December 31, 2023

Yellow highlights dates adjusted for short pay cycles.