

**Exempt Administrative and Professional Faculty  
Monthly Leave Reporting Calendar**

<b>Period</b>	<b>Leave Entry Due Date (10pm)</b>	<b>Supervisor Approval Date (10pm)</b>
10/10-11/9/2018	11/12/2018	11/13/2018
11/10-12/9	12/10/2018	12/11/2018
<b>2019</b>		
12/25/2018-1/9/2019	1/10/2019	1/11/2019
1/10-2/9	2/11/2019	2/12/2019
2/10-3/9	3/11/2019	3/12/2019
3/10-4/9	4/10/2019	4/11/2019
4/10-5/9	5/10/2019	5/13/2019
5/10-6/9	6/10/2019	6/11/2019
6/10-7/9	7/10/2019	7/11/2019
7/10-8/9	8/12/2019	8/13/2019
8/10-9/9	9/10/2019	9/11/2019
9/10-10/9	10/10/2019	10/11/2019
10/10-11/9	11/11/2019	11/12/2019
11/10-12/9	12/10/2019	12/11/2019
12/10-1/9	1/10/2020	1/13/2020

Refer to Payroll Pay Schedule for semi monthly Pay Dates