

**Semi Monthly Exempt Classified
Leave Reporting Calendar**

Period	Leave Entry Due Date (10pm)	Supervisor Approval Date (10pm)
10/10 - 10/24/2018	10/25/2018	10/26/2018
10/25 - 11/09	11/12/2018	11/13/2018
11/10 - 11/24	11/26/2018	11/27/2018
11/25 - 12/9	12/10/2018	12/11/2018
12/10 - 12/24	1/2/2019	1/3/2019
2019		
12/25/2018 - 1/09/2019	1/10/2019	1/11/2019
1/10 - 1/24	1/25/2019	1/28/2019
1/25 - 2/09	2/11/2019	2/12/2019
2/10 - 2/24	2/25/2019	2/26/2019
2/25 - 3/09	3/11/2019	3/12/2019
3/10 - 3/24	3/25/2019	3/26/2019
3/25 - 4/09	4/10/2019	4/11/2019
4/10 - 4/24	4/25/2019	4/26/2019
4/25 - 5/09	5/10/2019	5/13/2019
5/10 - 5/24	5/28/2019	5/29/2019
5/25 - 6/09	6/10/2019	6/11/2019
6/10 - 6/24	6/25/2019	6/26/2019
6/25 - 7/09	7/10/2019	7/11/2019
7/10 - 7/24	7/25/2019	7/26/2019
7/25 - 8/09	8/12/2019	8/13/2019
8/10 - 8/24	8/26/2019	8/27/2019
8/25 - 9/09	9/10/2019	9/11/2019
9/10 - 9/24	9/25/2019	9/26/2019
9/25 - 10/9	10/10/2019	10/11/2019
10/10 - 10/24	10/25/2019	10/28/2019
10/25 - 11/09	11/11/2019	11/12/2019
11/10 - 11/24	11/25/2019	11/26/2019
11/25 - 12/9	12/10/2019	12/11/2019
12/10 - 12/24	1/2/2020	1/3/2020
12/25 - 1/09/2020	1/10/2020	1/13/2020

Refer to Payroll Pay Schedule for Semi-monthly Pay Dates