

**San Jacinto College District  
Leave Reporting Schedule  
2018-2019**

**THIS CALENDAR APPLIES TO FULL TIME EXEMPT EMPLOYEES ONLY**

Employees are **required** to complete the certification process even if leave was **not** taken during the reporting period.

REPORTING PERIOD		LEAVE REPORT OPENS	SUBMISSION DEADLINE	APPROVAL DEADLINE
BEGINS	ENDS			
March 1	March 31	March 1	April 2	April 4
April 1	April 30	April 5	May 2	May 6
May 1	May 31	May 7	June 4	June 6
June 1	June 30	June 7	July 2	July 5
July 1	July 31	July 6	August 2	August 6
August 1	August 31	August 7	September 4	September 6

Leave will be reported electronically for the entire month.  
The leave reporting system will allow **ONE** submission each month.

Employees that are scheduled to be off during the submission deadline should submit their leave report on their final working day for the month.

*For example, instructors that are **not working** in June should submit the May leave report on their last working day of the spring term.*

Full time exempt employees who are **not working** in June and July are **not required** to submit a leave report in June or July.