

**San Jacinto College District
Leave Reporting Schedule
2021 - 2022**

THIS CALENDAR APPLIES TO FULL TIME EXEMPT EMPLOYEES ONLY

REPORT MONTH	LEAVE REPORT OPENS	REPORTING PERIOD		SUBMISSION DEADLINE	APPROVAL DEADLINE
		BEGINS	ENDS		
September	September 8	September 1	September 30	October 4	October 6
October	October 7	October 1	October 31	November 2	November 4
November	November 5	November 1	November 30	December 2	December 6
December	December 7	December 1	December 31	January 4	January 6
January	January 7	January 1	January 31	February 2	February 4
February	February 5	February 1	February 28	March 2	March 4
March	March 5	March 1	March 31	April 4	April 6
April	April 7	April 1	April 30	May 3	May 5
May	May 6	May 1	May 31	June 2	June 6
June	June 7	June 1	June 30	July 5	July 7
July	July 8	July 1	July 31	August 2	August 4
August	August 5	August 1	August 31	September 2	September 7

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

The leave reporting system will only 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 of the month. *For example, instructors that are not working in June should submit their May leave report on their last working day of the spring semester.*

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