

2022 Calendar for "ExemptTime" Employees (EHRA & SHRA-Exempt)

Payroll month	Leave report due	Submission deadline for this leave report	Holiday(s) on this leave report	Approval deadline for this leave report	Leave taken through	Leave accrued thru	Updated balances on OnePort
JAN	Dec '21	Friday, December 31	December 24, 27-29	Tuesday, January 04	December 31	January	January 25
FEB	January	Monday, January 31	January 3 & 17	Wednesday, February 02	January 31	February	February 25
MAR	February	Monday, February 28		Wednesday, March 02	February 28	March	March 25
APR	March	Thursday, March 31		Saturday, April 02	March 31	April	April 25
MAY	April	Saturday, April 30		Monday, May 02	April 30	May	May 25
JUN	May	Tuesday, May 31	May 31	Thursday, June 02	May 31	June	June 25
JUL	June	Thursday, June 30		Saturday, July 02	June 30	July	July 25
AUG	July	Sunday, July 31	July 4	Tuesday, August 02	July 31	August	August 25
SEP	August	Wednesday, August 31		Friday, September 02	August 31	September	September 25
OCT	September	Friday, September 30	September 5	Sunday, October 02	September 30	October	October 25
NOV	October	Monday, October 31		Wednesday, November 02	October 31	November	November 25
DEC	November	Wednesday, November 30	November 25-27	Friday, December 02	November 30	December	December 25

Questions?

<https://payroll.unca.edu/employment-services/leave-reporting/exempt-time/>
<https://hr.unca.edu/policies-forms/policies/policies-for-ehra-staff/leave-reports@unca.edu>