



2025 Exempt Leave Reporting Calendar
Exempt Staff, 12 Month Academic Administrators, 9, 10, 11 & 12 Month Faculty

Employees: Submit only ONE Leave Report for the entire Leave Reporting Period. “Submit for Approval” your Leave Report no later than the 15th of the month following the month the leave was taken. You are NOT required to report Holidays or Extra Given Days. Leave Reports are submitted for all Pay Periods even when no leave is taken. Contact your approver if you failed to submit your leave report by the submit date.

Approvers: “Approve” Leave Reports by midnight on the “Approver Submit By Date” for the Pay Period. You will be locked out of all leave reports at midnight on the “Approver Submit By Date”. Contact Human Resources if you failed to approve any leave report by the submit date.

| Leave Period | Leave Report Start Date | Leave Report End Date | Pay Date | Employee Submit by Date | Approver Submit by Date |
|--------------|-------------------------|-----------------------|----------|-------------------------|-------------------------|
| 1 | 01/01/25 | 01/31/25 | 01/31/25 | 02/15/25 | 02/18/25 |
| 2 | 02/01/25 | 02/28/25 | 02/28/25 | 03/15/25 | 03/17/25 |
| 3 | 03/01/25 | 03/31/25 | 03/31/25 | 04/15/25 | 04/16/25 |
| 4 | 04/01/25 | 04/30/25 | 04/30/25 | 05/15/25 | 05/16/25 |
| 5 | 05/01/25 | 05/31/25 | 05/30/25 | 06/15/25 | 06/16/25 |
| 6 | 06/01/25 | 06/30/25 | 06/30/25 | 07/15/25 | 07/16/25 |
| 7 | 07/01/25 | 07/31/25 | 07/31/25 | 08/15/25 | 08/18/25 |
| 8 | 08/01/25 | 08/31/25 | 08/29/25 | 09/15/25 | 09/16/25 |
| 9 | 09/01/25 | 09/30/25 | 09/30/25 | 10/15/25 | 10/16/25 |
| 10 | 10/01/25 | 10/31/25 | 10/31/25 | 11/15/25 | 11/17/25 |
| 11 | 11/01/25 | 11/30/25 | 11/28/25 | 12/15/25 | 12/16/25 |
| 12 | 12/01/25 | 12/31/25 | 12/31/25 | 01/15/26 | 01/16/26 |

Please refer to the “[Time Entry and Leave Reporting Employee User Guide](#)” on the Payroll webpage or on the Time & Leave Resources card on [My Missouri State](#) for guidance on how to fill out your Leave Report.