

2024 Deadline Dates for Reporting Leave

Leave Period	Submit By Deadline	Approve By Deadline
January	5-Feb-24	6-Feb-24
February	5-Mar-24	6-Mar-24
March	5-Apr-24	8-Apr-24
April	6-May-24	7-May-24
May	5-Jun-24	6-Jun-24
June	8-Jul-24	9-Jul-24
July	5-Aug-24	6-Aug-24
August	5-Sep-24	6-Sep-24
September	4-Oct-24	7-Oct-24
October	5-Nov-24	6-Nov-24
November	5-Dec-24	6-Dec-24
December	6-Jan-25	7-Jan-25

Employees have until 4:35 pm on the **Submit By Deadline** date to complete and submit leave reports for approval. NOTE: Some departments have earlier deadlines each month. Please check with yours.

Approvers have until 6:00 p.m. on the **Approve By Deadline** to verify leave and approve leave reports.

Contact Shannon Sexton in Payroll Services for questions.
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