



Leave Reports Entry and Approval Dates

January 2022 – December 2022

Leave Period	Employee Leave Entry Start Date	Employee Leave Entry End Date	Employee Leave Entry End Time	Supervisor End Date to Approve Leave Entry	Supervisor End Time to Approve Leave Entry
January 1-31, 2022	January 1, 2022	February 4, 2022	5:00 PM	February 7, 2022	5:00 PM
February 1-28, 2022	February 1, 2022	March 4, 2022	5:00 PM	March 7, 2022	5:00 PM
March 1-31, 2022	March 1, 2022	April 4, 2022	5:00 PM	April 5, 2022	5:00 PM
April 1-30, 2022	April 1, 2022	May 4, 2022	5:00 PM	May 5, 2022	5:00 PM
May 1-31, 2022	May 1, 2022	June 6, 2022	5:00 PM	June 7, 2022	5:00 PM
June 1-30, 2022	June 1, 2022	July 5, 2022	5:00 PM	July 6, 2022	5:00 PM
July 1-31, 2022	July 1, 2022	August 4, 2022	5:00 PM	August 5, 2022	5:00 PM
August 1-31, 2022	August 1, 2022	September 6, 2022	5:00 PM	September 7, 2022	5:00 PM
September 1-30, 2022	September 1, 2022	October 4, 2022	5:00 PM	October 5, 2022	5:00 PM
October 1-31, 2022	October 1, 2022	November 4, 2022	5:00 PM	November 7, 2022	5:00 PM
November 1-30, 2022	November 1, 2022	December 5, 2022	5:00 PM	December 6, 2022	5:00 PM
December 1-31, 2022	December 1, 2022	January 4, 2023	5:00 PM	January 5, 2023	5:00 PM