



Leave Reports Entry and Approval Dates
January 2023 – December 2023

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, 2023	January 1, 2023	February 3, 2023	11:59 PM	February 6, 2023	11:59 PM
February 1-28, 2023	February 1, 2023	March 3, 2023	11:59 PM	March 6, 2023	11:59 PM
March 1-31, 2023	March 1, 2023	April 5, 2023	11:59 PM	April 7, 2023	11:59 PM
April 1-30, 2023	April 1, 2023	May 5, 2023	11:59 PM	May 8, 2023	11:59 PM
May 1-31, 2023	May 1, 2023	June 5, 2023	11:59 PM	June 7, 2023	11:59 PM
June 1-30, 2023	June 1, 2023	July 5, 2023	11:59 PM	July 7, 2023	11:59 PM
July 1-31, 2023	July 1, 2023	August 4, 2023	11:59 PM	August 7, 2023	11:59 PM
August 1-31, 2023	August 1, 2023	September 6, 2023	11:59 PM	September 8, 2023	11:59 PM
September 1-30, 2023	September 1, 2023	October 4, 2023	11:59 PM	October 6, 2023	11:59 PM
October 1-31, 2023	October 1, 2023	November 3, 2023	11:59 PM	November 6, 2023	11:59 PM
November 1-30, 2023	November 1, 2023	December 5, 2023	11:59 PM	December 7, 2023	11:59 PM
December 1-31, 2023	December 1, 2023	January 4, 2024	11:59 PM	January 8, 2024	11:59 PM