



## **Leave Reports Entry and Approval Dates**

### **January 2024 – December 2024**

<b>Leave Period</b>	<b>Employee Leave Entry Start Date</b>	<b>Employee Leave Entry End Date</b>	<b>Employee Leave Entry End Time</b>	<b>Supervisor End Date to Approve Leave Entry</b>	<b>Supervisor End Time to Approve Leave Entry</b>
January 1-31, 2024	January 1, 2024	February 5, 2024	11:59 PM	February 7, 2024	11:59 PM
February 1-29, 2024	February 1, 2024	March 4, 2024	11:59 PM	March 6, 2024	11:59 PM
March 1-31, 2024	March 1, 2024	April 3, 2024	11:59 PM	April 5, 2024	11:59 PM
April 1-30, 2024	April 1, 2024	May 3, 2024	11:59 PM	May 7, 2024	11:59 PM
May 1-31, 2024	May 1, 2024	June 3, 2024	11:59 PM	June 5, 2024	11:59 PM
June 1-30, 2024	June 1, 2024	July 5, 2024	11:59 PM	July 8, 2024	11:59 PM
July 1-31, 2024	July 1, 2024	August 5, 2024	11:59 PM	August 7, 2024	11:59 PM
August 1-31, 2024	August 1, 2024	September 4, 2024	11:59 PM	September 6, 2024	11:59 PM
September 1-30, 2024	September 1, 2024	October 4, 2024	11:59 PM	October 7, 2024	11:59 PM
October 1-31, 2024	October 1, 2024	November 4, 2024	11:59 PM	November 6, 2024	11:59 PM
November 1-30, 2024	November 1, 2024	December 4, 2024	11:59 PM	December 6, 2024	11:59 PM
December 1-31, 2024	December 1, 2024	January 3, 2025	11:59 PM	January 7, 2025	11:59 PM