



Leave Reports Entry and Approval
Dates January 2026 – December 2026

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, 2026	January 1, 2026	February 5, 2026	11:59 PM	February 6, 2026	11:59 PM
February 1-28, 2026	February 1, 2026	March 5, 2026	11:59 PM	March 6, 2026	11:59 PM
March 1-31, 2026	March 1, 2026	April 7, 2026	11:59 PM	April 8, 2026	11:59 PM
April 1-30, 2026	April 1, 2026	May 5, 2026	11:59 PM	May 6, 2026	11:59 PM
May 1-31, 2026	May 1, 2026	June 5, 2026	11:59 PM	June 8, 2026	11:59 PM
June 1-30, 2026	June 1, 2026	July 7, 2026	11:59 PM	July 8, 2026	11:59 PM
July 1-31, 2026	July 1, 2026	August 5, 2026	11:59 PM	August 6, 2026	11:59 PM
August 1-31, 2026	August 1, 2026	September 4, 2026	11:59 PM	September 7, 2026	11:59 PM
September 1-30, 2026	September 1, 2026	October 6, 2026	11:59 PM	October 7, 2026	11:59 PM
October 1-31, 2026	October 1, 2026	November 5, 2026	11:59 PM	November 6, 2026	11:59 PM
November 1-30, 2026	November 1, 2026	December 4, 2026	11:59 PM	December 7, 2026	11:59 PM
December 1-31, 2026	December 1, 2026	January 5, 2027	11:59 PM	January 6, 2027	11:59 PM