

Leave Reporting Schedule and Submission Deadlines - 2024

Leave Report Period	Start Entering	Submit to Supervisor By	Supervisor Approve By
01/01/24 - 01/31/24	12/18/2023	2/5/2024	2/8/2024
02/01/24 - 02/28/24	1/25/2024	3/5/2024	3/8/2024
03/01/24 - 03/31/24	2/23/2024	4/4/2024	4/9/2024
04/01/24 - 04/30/24	3/25/2024	5/3/2024	5/8/2024
05/01/24 - 05/31/24	4/24/2024	6/5/2024	6/10/2024
06/01/24 - 06/30/24	5/24/2024	7/3/2024	7/9/2024
07/01/24 - 07/31/24	6/24/2024	8/5/2024	8/8/2024
08/01/24 - 08/31/24	7/25/2024	9/5/2024	9/10/2024
09/01/24 - 09/30/24	8/26/2024	10/3/2024	10/8/2024
10/01/24 - 10/31/24	9/24/2024	11/5/2024	11/8/2024
11/01/24 - 11/30/24	10/25/2024	12/4/2024	12/9/2024
12/01/24 - 12/31/24	11/20/2024	1/6/2025	1/9/2025