

Absence Reporting Schedule and Submission Deadlines - 2025

Leave Report Period	Start Entering	Submit to Supervisor By	Supervisor Approve By
01/01/25 - 01/31/25	12/18/2024	2/5/2025	2/10/2025
02/01/25 - 02/28/25	1/27/2025	3/5/2025	3/10/2025
03/01/25 - 03/31/25	2/24/2025	4/3/2025	4/8/2025
04/01/25 - 04/30/25	3/25/2025	5/5/2025	5/8/2025
05/01/25 - 05/31/25	4/24/2025	6/4/2025	6/9/2025
06/01/25 - 06/30/25	5/23/2025	7/3/2025	7/9/2025
07/01/25 - 07/31/25	6/24/2025	8/5/2025	8/8/2025
08/01/25 - 08/31/25	7/25/2025	9/4/2025	9/9/2025
09/01/25 - 09/30/25	8/25/2025	10/3/2025	10/8/2025
10/01/25 - 10/31/25	9/24/2025	11/5/2025	11/11/2025
11/01/25 - 11/30/25	10/27/2025	12/3/2025	12/8/2025
12/01/25 - 12/31/25	11/24/2025	1/6/2026	1/9/2026