

Leave Reporting Schedule and Submission Deadlines - 2018

Leave Report Period	Start Entering	Submit to Supervisor By	Supervisor Approve By
01/01/18 - 01/31/18	12/15/2017	2/5/2018	2/9/2018
02/01/18 - 02/28/18	1/25/2018	3/5/2018	3/9/2018
03/01/18 - 03/31/18	2/22/2018	4/4/2018	4/10/2018
04/01/18 - 04/30/18	3/23/2018	5/3/2018	5/9/2018
05/01/18 - 05/31/18	4/24/2018	6/5/2018	6/8/2018
06/01/18 - 06/30/18	5/24/2018	7/5/2018	7/10/2018
07/01/18 - 07/31/18	6/25/2018	8/3/2018	8/9/2018
08/01/18 - 08/31/18	7/25/2018	9/5/2018	9/10/2018
09/01/18 - 09/30/18	8/27/2018	10/3/2018	10/9/2018
10/01/18 - 10/31/18	9/24/2018	11/5/2018	11/8/2018
11/01/18 - 11/30/18	10/25/2018	12/5/2018	12/10/2018
12/01/18 - 12/31/18	11/26/2018	1/4/2019	1/9/2019