

## Leave Reporting Schedule and Submission Deadlines - 2019

Leave Report Period	Start Entering	Submit to Supervisor By	Supervisor Approve By
01/01/19 - 01/31/19	12/14/2018	<b>2/5/2019</b>	<b>2/8/2019</b>
02/01/19 - 02/28/19	1/25/2019	<b>3/5/2019</b>	<b>3/8/2019</b>
03/01/19 - 03/31/19	2/22/2019	<b>4/4/2019</b>	<b>4/9/2019</b>
04/01/19 - 04/30/19	3/25/2019	<b>5/3/2019</b>	<b>5/8/2019</b>
05/01/19 - 05/31/19	4/24/2019	<b>6/5/2019</b>	<b>6/10/2019</b>
06/01/19 - 06/30/19	5/27/2019	<b>7/3/2019</b>	<b>7/9/2019</b>
07/01/19 - 07/31/19	6/24/2019	<b>8/5/2019</b>	<b>8/8/2019</b>
08/01/19 - 08/31/19	7/25/2019	<b>9/4/2019</b>	<b>9/9/2019</b>
09/01/19 - 09/30/19	8/26/2019	<b>10/3/2019</b>	<b>10/8/2019</b>
10/01/19 - 10/31/19	9/24/2019	<b>11/5/2019</b>	<b>11/8/2019</b>
11/01/19 - 11/30/19	10/25/2019	<b>12/4/2019</b>	<b>12/9/2019</b>
12/01/19 - 12/31/19	11/25/2019	<b>1/6/2020</b>	<b>1/9/2020</b>