



Leave Reports Entry and Approval Dates

January 2025 – December 2025

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, 2025	January 1, 2025	February 5, 2025	11:59 PM	February 6, 2025	11:59 PM
February 1-28, 2025	February 1, 2025	March 5, 2025	11:59 PM	March 6, 2025	11:59 PM
March 1-31, 2025	March 1, 2025	April 4, 2025	11:59 PM	April 7, 2025	11:59 PM
April 1-30, 2025	April 1, 2025	May 5, 2025	11:59 PM	May 6, 2025	11:59 PM
May 1-31, 2025	May 1, 2025	June 5, 2025	11:59 PM	June 6, 2025	11:59 PM
June 1-30, 2025	June 1, 2025	July 7, 2025	11:59 PM	July 8, 2025	11:59 PM
July 1-31, 2025	July 1, 2025	August 5, 2025	11:59 PM	August 6, 2025	11:59 PM
August 1-31, 2025	August 1, 2025	September 4, 2025	11:59 PM	September 5, 2025	11:59 PM
September 1-30, 2025	September 1, 2025	October 6, 2025	11:59 PM	October 7, 2025	11:59 PM
October 1-31, 2025	October 1, 2025	November 5, 2025	11:59 PM	November 6, 2025	11:59 PM
November 1-30, 2025	November 1, 2025	December 5, 2025	11:59 PM	December 8, 2025	11:59 PM
December 1-31, 2025	December 1, 2025	January 5, 2026	11:59 PM	January 6, 2026	11:59 PM