

Period	Leave Report Opens	Leave Report Closes	Employee Submission Date Closes	Approval Date Closes
1	January 1	January 15	January 20	January 25
2	January 16	January 31	February 5	February 10
3	February 1	February 15	February 20	February 25
4	February 16	February 28 or (29)	March 5	March 10
5	March 1	March 15	March 20	March 25
6	March 16	March 31	April 3	April 6
7	April 1	April 15	April 20	April 25
8	April 16	April 30	May 5	May 10
9	May 1	May 15	May 20	May 25
10	May 16	May 31	June 5	June 10
11	June 1	June 15	June 20	June 25
12	June 16	June 30	July 5	July 10
13	July 1	July 15	July 20	July 25
14	July 16	July 31	August 5	August 10
15	August 1	August 15	August 20	August 25
16	August 16	August 31	September 5	September 10
17	September 1	September 15	September 20	September 25
18	September 16	September 30	October 5	October 10
19	October 1			

Page 10

