

## Leave Reporting Schedule and Submission Deadlines - 2023

Leave Report Period	Start Entering	Submit to Supervisor By	Supervisor Approve By
01/01/23- 01/31/23	12/19/2022	<b>2/3/2023</b>	<b>2/8/2023</b>
02/01/23 - 02/28/23	1/25/2023	<b>3/3/2023</b>	<b>3/8/2023</b>
03/01/23 - 03/31/23	2/22/2023	<b>4/5/2023</b>	<b>4/10/2023</b>
04/01/23 - 04/30/23	3/27/2023	<b>5/3/2023</b>	<b>5/8/2023</b>
05/01/23 - 05/31/23	4/24/2023	<b>6/5/2023</b>	<b>6/8/2023</b>
06/01/23 - 06/30/23	5/25/2023	<b>7/6/2023</b>	<b>7/11/2023</b>
07/01/23 - 07/31/23	6/26/2023	<b>8/3/2023</b>	<b>8/8/2023</b>
08/01/23 - 08/31/23	7/25/2023	<b>9/6/2023</b>	<b>9/11/2023</b>
09/01/23 - 09/30/23	8/25/2023	<b>10/4/2023</b>	<b>10/9/2023</b>
10/01/23 - 10/31/23	9/25/2023	<b>11/3/2023</b>	<b>11/8/2023</b>
11/01/23 - 11/30/23	10/25/2023	<b>12/5/2023</b>	<b>12/8/2023</b>
12/01/23 - 12/31/23	11/24/2023	<b>1/4/2024</b>	<b>1/9/2024</b>