

## 2019 Online Leave Entry Deadline Calendar

Reporting Period		Employee Submission Deadline	Supervisor Approval Deadline
January	1/1 - 1/31	Monday, February 4, 2019	Thursday, February 7, 2019
February	2/1 - 2/28	Monday, March 4, 2019	Friday, March 8, 2019
March	3/1 - 3/31	Wednesday, April 3, 2019	Monday, April 8, 2019
April	4/1 - 4/30	Thursday, May 2, 2019	Tuesday, May 7, 2019
May	5/1 - 5/31	Tuesday, June 4, 2019	Friday, June 7, 2019
June	6/1 - 6/30	Tuesday, July 2, 2019	Monday, July 8, 2019
July	7/1 - 7/31	Friday, August 2, 2019	Wednesday, August 7, 2019
August	8/1 - 8/31	Tuesday, September 3, 2019	Friday, September 6, 2019
September	9/1 - 9/30	Wednesday, October 2, 2019	Monday, October 7, 2019
October	10/1 - 10/31	Monday, November 4, 2019	Thursday, November 7, 2019
November	11/1 - 11/30	Monday, December 2, 2019	Friday, December 6, 2019
December	12/1 - 12/31	Friday, January 3, 2020	Tuesday, January 7, 2020