

2017 Leave Report Deadlines

| Leave Report Period | Leave Report Deadline to Submit to Approver | Approver Deadline |
|----------------------------|--|--------------------------|
| 01/01/2017 thru 01/31/2017 | 02/05/2017 by 12:00 p.m. | 02/07/2017 by 5:00 p.m. |
| 02/01/2017 thru 02/28/2017 | 03/05/2017 by 12:00 p.m. | 03/07/2017 by 5:00 p.m. |
| 03/01/2017 thru 03/31/2017 | 04/05/2017 by 12:00 p.m. | 04/07/2017 by 5:00 p.m. |
| 04/01/2017 thru 04/30/2017 | 05/05/2017 by 12:00 p.m. | 05/07/2017 by 5:00 p.m. |
| 05/01/2017 thru 05/31/2017 | 06/05/2017 by 12:00 p.m. | 06/07/2017 by 5:00 p.m. |
| 06/01/2017 thru 06/30/2017 | 07/05/2017 by 12:00 p.m. | 07/07/2017 by 5:00 p.m. |
| 07/01/2017 thru 07/31/2017 | 08/05/2017 by 12:00 p.m. | 08/07/2017 by 5:00 p.m. |
| 08/01/2017 thru 08/31/2017 | 09/05/2017 by 12:00 p.m. | 09/07/2017 by 5:00 p.m. |
| 09/01/2017 thru 09/30/2017 | 10/05/2017 by 12:00 p.m. | 10/07/2017 by 5:00 p.m. |
| 10/01/2017 thru 10/31/2017 | 11/05/2017 by 12:00 p.m. | 11/07/2017 by 5:00 p.m. |
| 11/01/2017 thru 11/30/2017 | 12/05/2017 by 12:00 p.m. | 12/07/2017 by 5:00 p.m. |
| 12/01/2017 thru 12/31/2017 | 01/01/2018 by 12:00 p.m. | 01/07/2018 by 5:00 p.m. |