

Monthly Leave Report Schedule

								Leave Report Submit Deadline - 11:59pm	Leave Report Approval Deadline - 9:00am	
Number	Pay of Month	Quarter	Pay Period Start Date	Pay Period End Date	Leave Report Period Start	Leave Report Period End				Check Date
1	1	1	1/1/2023	1/31/2023	12/16/2022	1/15/2023		1/15/2023	1/17/2023	1/31/2023
2	1	1	2/1/2023	2/28/2023	1/16/2023	2/15/2023		2/15/2023	2/17/2023	2/28/2023
3	1	1	3/1/2023	3/31/2023	2/16/2023	3/15/2023		3/15/2023	3/17/2023	3/31/2023
4	1	2	4/1/2023	4/30/2023	3/16/2023	4/15/2023		4/15/2023	4/17/2023	4/28/2023
5	1	2	5/1/2023	5/31/2023	4/16/2023	5/15/2023		5/15/2023	5/17/2023	5/31/2023
6	1	2	6/1/2023	6/30/2023	5/16/2023	6/15/2023		6/15/2023	6/16/2023	6/30/2023
7	1	3	7/1/2023	7/31/2023	7/1/2023	7/15/2023		7/15/2023	7/17/2023	7/31/2023
8	1	3	8/1/2023	8/31/2023	7/16/2023	8/15/2023		8/15/2023	8/17/2023	8/31/2023
9	1	3	9/1/2023	9/30/2023	8/16/2023	9/15/2023		9/15/2023	9/18/2023	9/29/2023
10	1	4	10/1/2023	10/31/2023	9/16/2023	10/15/2023		10/15/2023	10/17/2023	10/31/2023
11	1	4	11/1/2023	11/30/2023	10/16/2023	11/15/2023		11/15/2023	11/17/2023	11/30/2023
12	1	4	12/1/2023	12/31/2023	11/16/2023	12/15/2023		12/13/2023	12/14/2023	12/29/2023