

Leave Accounting

Leave Deadlines

July 2019 – June 2020

Month That Leave Was Used	Leave Must Be Entered and Time Sheets Reconciled By This Date
July 2019	August 7, 2019
August 2019	September 9, 2019
September 2019	October 7, 2019
October 2019	November 7, 2019
November 2019	December 6, 2019
December 2019	January 10, 2020
January 2020	February 7, 2020
February 2020	March 6, 2020
March 2020	April 7, 2020
April 2020	May 7, 2020
May 2020	June 8, 2020
June 2020	July 9, 2020

*If your site is **NOT** using True Time and comp time is earned by employee(s), you will need to send in time sheets and comp earned forms to Leave Accounting by the due dates listed above. If you **ARE** using True Time, nothing needs to be submitted to leave accounting, just make sure everything is done by the due dates listed above.