

# Leave Accounting

## Leave Deadlines

### July 2020 – June 2021

Month That Leave Was Used	Leave Must Be Entered and Time Sheets Reconciled By This Date
July 2020	August 7, 2020
August 2020	September 8, 2020
September 2020	October 7, 2020
October 2020	November 6, 2020
November 2020	December 7, 2020
December 2020	January 8, 2021
January 2021	February 5, 2021
February 2021	March 5, 2021
March 2021	April 7, 2021
April 2021	May 7, 2021
May 2021	June 7, 2021
June 2021	July 8, 2021

\*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.