

OLD DOMINION UNIVERSITY
Leave Reports On Line Submission Deadlines - CY 2017

For All Faculty Required to Enter Leave Hours Taken
through Leo-Online Self Service

Updated 06/10/2017

Pay ID	Payroll Number	Description	Pay Periods	Leave Rpts Employee Deadline to submit to Approver <1> 11:59 p.m.	Leave Rpts Approver Deadline to Approve <2> 10 a.m.
FT	111	Full Time Faculty	12/25/16-01/09/17	01/09/17	01/10/17
FT	112	Full Time Faculty	01/10/17-01/24/17	01/24/17	01/25/17
FT	121	Full Time Faculty	01/25/17-02/09/17	02/09/17	02/10/17
FT	122	Full Time Faculty	02/10/17-02/24/17	02/24/17	02/27/17
FT	131	Full Time Faculty	02/25/17-03/09/17	03/09/17	03/10/17
FT	132	Full Time Faculty	03/10/17-03/24/17	03/24/17	03/27/17
FT	211	Full Time Faculty	03/25/17-04/09/17	04/09/17	04/10/17
FT	212	Full Time Faculty	04/10/17-04/24/17	04/24/17	04/25/17
FT	221	Full Time Faculty	04/25/17-05/09/17	05/09/17	05/10/17
FT	222	Full Time Faculty	05/10/17-05/24/17	05/24/17	05/25/17
FT	231	Full Time Faculty	05/25/17-06/09/17	06/09/17	06/12/17
FT	232	Full Time Faculty	06/10/17-06/24/17	06/24/17	06/26/17
FT	311	Full Time Faculty	06/25/17-07/09/17	07/09/17	07/10/17
FT	312	Full Time Faculty	07/10/17-07/24/17	07/24/17	07/25/17
FT	321	Full Time Faculty	07/25/17-08/09/17	08/09/17	08/10/17
FT	322	Full Time Faculty	08/10/17-08/24/17	08/24/17	08/25/17
FT	331	Full Time Faculty	08/25/17-09/09/17	09/09/17	09/11/17
FT	332	Full Time Faculty	09/10/17-09/24/17	09/24/17	09/25/17
FT	411	Full Time Faculty	09/25/17-10/09/17	10/09/17	10/10/17
FT	412	Full Time Faculty	10/10/17-10/24/17	10/24/17	10/25/17
FT	421	Full Time Faculty	10/25/17-11/09/17	11/09/17	11/10/17
FT	422	Full Time Faculty	11/10/17-11/24/17	11/24/17	11/27/17

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FT	431	Full Time Faculty	11/25/17-12/09/17	12/09/17	12/11/17
FT	432	Full Time Faculty	12/10/17-12/24/17	12/18/17	12/19/17

NOTES:

<1> Faculty who are required to report their leave taken through Leave Reports should follow the submission schedule above.

<2> Approvers required to approve faculty leave taken through Leave Reports should follow the submission schedule above.