

Old Dominion University

Leave Reports On Line Submission Deadlines - CY 2024

For all Faculty required to enter leave hours taken through Leo-Online Self Service

Pay ID	PR #	Description	Pay Periods	Leave Rpts Employee Deadline to submit to Approver <1> 11:59 p.m.	Leave Rpts Approver Deadline to Approve <2> 10 p.m.	Pay Date	Notes
FT	111	Salaried - Full Time	12/25 -01/09	01/09/24	01/10/24	01/16/24	
FT	112	Salaried - Full Time	01/10 -01/24	01/24/24	01/25/24	02/01/24	
FT	121	Salaried - Full Time	01/25 -02/09	02/09/24	2/12/2024	02/16/24	
FT	122	Salaried - Full Time	02/10 -02/24	02/24/24	02/26/24	03/01/24	
FT	131	Salaried - Full Time	02/25 -03/09	03/09/24	03/11/24	03/15/24	
FT	132	Salaried - Full Time	03/10 -03/24	03/24/24	03/25/24	03/29/24	
FT	211	Salaried - Full Time	03/25 -04/09	04/09/24	04/10/23	04/16/24	
FT	212	Salaried - Full Time	04/10 -04/24	04/24/24	04/25/24	05/01/24	
FT	221	Salaried - Full Time	04/25 -05/09	05/09/24	05/10/24	05/16/24	
FT	222	Salaried - Full Time	05/10 -05/24	05/24/24	05/28/24	05/31/24	
FT	231	Salaried - Full Time	05/25 -06/09	06/09/24	06/10/24	06/14/24	
FT	232	Salaried - Full Time	06/10 -06/24	06/24/24	06/25/24	07/01/24	
FT	311	Salaried - Full Time	06/25 -07/09	07/09/24	07/10/24	07/16/24	
FT	312	Salaried - Full Time	07/10 -07/24	07/24/24	07/25/24	08/01/24	
FT	321	Salaried - Full Time	07/25 -08/09	08/09/24	08/12/24	08/16/24	
FT	322	Salaried - Full Time	08/10 -08/24	08/24/24	08/26/24	08/30/24	
FT	331	Salaried - Full Time	08/25 -09/09	09/09/24	09/10/24	09/16/24	
FT	332	Salaried - Full Time	09/10 -09/24	09/24/24	09/25/24	09/30/24	
FT	411	Salaried - Full Time	09/25 -10/09	10/09/24	10/10/24	10/16/24	
FT	412	Salaried - Full Time	10/10 -10/24	10/24/24	10/25/24	11/01/24	
FT	421	Salaried - Full Time	10/25 -11/09	11/09/24	11/11/24	11/15/24	
FT	422	Salaried - Full Time	11/10 -11/24	11/24/24	11/25/24	11/29/24	<3>
FT	431	Salaried - Full Time	11/25 -12/09	12/09/24	12/10/24	12/16/24	
FT	432	Salaried - Full Time	12/10 -12/24	12/18/24	12/18/24	12/31/24	<3>

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.
- <3> **Due to the Holidays - leave taken must be submitted early**