

Old Dominion University

Leave Reports On Line Submission Deadlines - CY 2025

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	01/09/25	01/10/25	01/16/25	
FT	112	Salaried - Full Time	01/10 -01/24	01/24/25	01/27/25	01/31/25	
FT	121	Salaried - Full Time	01/25 -02/09	02/09/25	02/10/25	02/14/25	
FT	122	Salaried - Full Time	02/10 -02/24	02/24/25	02/25/25	02/28/25	
FT	131	Salaried - Full Time	02/25 -03/09	03/09/25	03/10/25	03/14/25	
FT	132	Salaried - Full Time	03/10 -03/24	03/24/25	03/25/25	03/31/25	
FT	211	Salaried - Full Time	03/25 -04/09	04/09/25	04/10/25	04/16/25	
FT	212	Salaried - Full Time	04/10 -04/24	04/24/25	04/25/25	05/01/25	
FT	221	Salaried - Full Time	04/25 -05/09	05/09/25	05/12/25	05/16/25	
FT	222	Salaried - Full Time	05/10 -05/24	05/24/25	05/27/25	05/30/25	
FT	231	Salaried - Full Time	05/25 -06/09	06/09/25	06/10/25	06/16/25	
FT	232	Salaried - Full Time	06/10 -06/24	06/24/25	06/25/25	07/01/25	
FT	311	Salaried - Full Time	06/25 -07/09	07/09/25	07/10/25	07/16/25	
FT	312	Salaried - Full Time	07/10 -07/24	07/24/25	07/25/25	08/01/25	
FT	321	Salaried - Full Time	07/25 -08/09	08/09/25	08/11/25	08/15/25	
FT	322	Salaried - Full Time	08/10 -08/24	08/24/25	08/25/25	08/29/25	
FT	331	Salaried - Full Time	08/25 -09/09	09/09/25	09/10/25	09/16/25	
FT	332	Salaried - Full Time	09/10 -09/24	09/24/25	09/25/25	09/30/25	
FT	411	Salaried - Full Time	09/25 -10/09	10/09/25	10/10/25	10/16/25	
FT	412	Salaried - Full Time	10/10 -10/24	10/24/25	10/27/25	10/31/25	
FT	421	Salaried - Full Time	10/25 -11/09	11/09/25	11/10/25	11/14/25	
FT	422	Salaried - Full Time	11/10 -11/24	11/20/25	11/21/25	12/01/25	<3>
FT	431	Salaried - Full Time	11/25 -12/09	12/09/25	12/10/25	12/16/25	
FT	432	Salaried - Full Time	12/10 -12/24	12/17/25	12/18/25	12/31/25	<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 estimated and submitted in advance**