

Old Dominion University

Leave Report Deadlines - CY 2026

Deadline for Faculty required to enter leave taken via 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	01/09/26	01/12/26	01/16/26	
FT	112	Salaried - Full Time	01/10 -01/24	01/24/26	01/26/26	01/30/26	
FT	121	Salaried - Full Time	01/25 -02/09	02/09/26	02/10/26	02/13/26	
FT	122	Salaried - Full Time	02/10 -02/24	02/24/26	02/25/26	02/27/26	
FT	131	Salaried - Full Time	02/25 -03/09	03/09/26	03/10/26	03/16/26	
FT	132	Salaried - Full Time	03/10 -03/24	03/24/26	03/25/26	03/31/26	
FT	211	Salaried - Full Time	03/25 -04/09	04/09/26	04/10/26	04/16/26	
FT	212	Salaried - Full Time	04/10 -04/24	04/24/26	04/27/26	05/01/26	
FT	221	Salaried - Full Time	04/25 -05/09	05/09/26	05/11/26	05/15/26	
FT	222	Salaried - Full Time	05/10 -05/24	05/24/26	05/26/26	06/01/26	
FT	231	Salaried - Full Time	05/25 -06/09	06/09/26	06/10/26	06/16/26	
FT	232	Salaried - Full Time	06/10 -06/24	06/24/26	06/25/26	07/01/26	
FT	311	Salaried - Full Time	06/25 -07/09	07/09/26	07/10/26	07/16/26	
FT	312	Salaried - Full Time	07/10 -07/24	07/24/26	07/27/26	07/31/26	
FT	321	Salaried - Full Time	07/25 -08/09	08/09/26	08/10/26	08/14/26	
FT	322	Salaried - Full Time	08/10 -08/24	08/24/26	08/25/26	09/01/26	
FT	331	Salaried - Full Time	08/25 -09/09	09/09/26	09/10/26	09/16/26	
FT	332	Salaried - Full Time	09/10 -09/24	09/24/26	09/25/26	09/30/26	
FT	411	Salaried - Full Time	09/25 -10/09	10/09/26	10/12/26	10/16/26	
FT	412	Salaried - Full Time	10/10 -10/24	10/24/26	10/26/26	10/30/26	
FT	421	Salaried - Full Time	10/25 -11/09	11/09/26	11/10/26	11/16/26	
FT	422	Salaried - Full Time	11/10 -11/24	11/24/26	11/30/26	12/01/26	<3>
FT	431	Salaried - Full Time	11/25 -12/09	12/09/26	12/10/26	12/16/26	
FT	432	Salaried - Full Time	12/10 -12/24	12/22/26	12/23/26	12/31/26	<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