

2022 Deadline Dates for Reporting Leave

My Choice Leave Period	Submit By Deadline	Approve By Deadline
January	7-Feb-22	8-Feb-22
February	7-Mar-22	8-Mar-22
March	6-Apr-22	7-Apr-22
April	5-May-22	6-May-22
May	13-June-22	14-Jun-22
June	6-July-22	7-July-22
July	5-Aug-22	8-Aug-22
August	7-Sep-22	8-Sep-22
September	5-Oct-22	6-Oct-22
October	7-Nov-22	8-Nov-22
November	6-Dec-22	7-Dec-22
December	5-Jan-23	6-Jan-23

Employees have until 4:35 pm on the **Submit By Deadline** date to complete and submit leave reports for approval. NOTE: Some departments have earlier deadlines each month. Please check with yours.

Approvers have until 6:00 p.m. on the **Approve By Deadline** to verify leave and approve leave reports.

Contact Shannon Sexton in Payroll Services for questions.
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