

2021 Deadline Dates for Reporting Leave

My Choice Leave Period	Submit By Deadline	Approve By Deadline
January	5-Feb-21	8-Feb-21
February	5-Mar-21	8-Mar-21
March	6-Apr-21	7-Apr-21
April	5-May-21	6-May-21
May	7-June 21	8-Jun-21
June	7-Jul-21	8-Jul-21
July	5-Aug-21	6-Aug-21
August	7-Sep-21	8-Sep-21
September	6-Oct-21	7-Oct-21
October	5-Nov-21	8-Nov-21
November	6-Dec-21	7-Dec-21
December	6-Jan-22	7-Jan-22

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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