

# 2025 Deadline Dates for Reporting Leave

<b>Leave Period</b>	<b>Submit By Deadline</b>	<b>Approve By Deadline</b>
January	5-Feb-25	6-Feb-25
February	5-Mar-25	6-Mar-25
March	7-Apr-25	8-Apr-25
April	5-May-25	6-May-25
May	5-Jun-25	6-Jun-25
June	7-Jul-25	8-Jul-25
July	5-Aug-25	6-Aug-25
August	5-Sep-25	8-Sep-25
September	6-Oct-25	7-Oct-25
October	5-Nov-25	6-Nov-25
November	5-Dec-25	8-Dec-25
December	5-Jan-26	6-Jan-26

**Employees** have until 4:35 p.m. on the **Submit By Deadline** date to complete and submit leave reports for approval on Pipeline.

NOTE: Some departments have earlier deadlines each month. Please check with your department.

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

Contact Lori Pugh in Payroll Services for questions.  
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