

# 2026 Deadline Dates for Reporting Leave

<b>Leave Period</b>	<b>Submit By Deadline</b>	<b>Approve By Deadline</b>
December 2025	7-Jan-26	8-Jan-26
January 2026	5-Feb-26	6-Feb-26
February 2026	5-Mar-26	6-Mar-26
March 2026	6-Apr-26	7-Apr-26
April 2026	6-May-26	7-May-26
May 2026	5-Jun-26	8-Jun-26
June 2026	6-Jul-26	7-Jul-26
July 2026	5-Aug-26	6-Aug-26
August 2026	8-Sep-26	9-Sep-26
September 2026	5-Oct-26	6-Oct-26
October 2026	5-Nov-26	6-Nov-26
November 2026	4-Dec-26	7-Dec-26
December 2026	7-Jan-27	8-Jan-27

**Employees** have until 4:35 p.m. on the **Submit By Deadline** date to complete and submit leave reports for approval on Pipeline. It might be helpful to set a reminder on your Outlook calendar on the 1st or 2nd day of each month to submit your prior month leave report. For example: On February 1<sup>st</sup> your reminder pops up for you to submit your January leave report.

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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