

Leave Period	Timesheet Date - From	Timesheet Date - To	Employee Deadline - 5:00 PM	Approver Deadline - 12 NOON	Deadline for Submission of paperwork for pay rate or position changes	Check Date
BW 01	12/18/23	12/31/23	1/1/2024	1/2/2024	12/13/2024	1/12/2024
BW 02	1/1/24	1/14/24	1/15/2024	1/16/2024	12/27/2024	1/26/2024
BW 03	1/15/24	1/28/24	1/29/2024	1/30/2024	1/10/2025	2/9/2024
BW 04	1/29/24	2/11/24	2/12/2024	2/13/2024	1/24/2025	