

Old Dominion University

Leave Reports On Line Submission Deadlines - CY 2021

For all Faculty required to enter leave hours taken through LeoOnline Self Service

Pay ID	PR #	Description	Pay Periods	Leave Rpts Employee Deadline to submit to Approver <1> 11:59 p.m.	Leave Rpts Approver Deadline to Approve <2> 10 a.m.	Pay Date	Notes
FT	111	Full Time Faculty	12/25 -01/09	01/09/21	01/11/21	01/15/21	
FT	112	Full Time Faculty	01/10 -01/24	01/24/21	01/25/21	02/01/21	
FT	121	Full Time Faculty	01/25 -02/09	02/09/21	02/10/21	02/16/21	
FT	122	Full Time Faculty	02/10 -02/24	02/24/21	02/25/21	03/01/21	
FT	131	Full Time Faculty	02/25 -03/09	03/09/21	03/10/21	03/16/21	
FT	132	Full Time Faculty	03/10 -03/24	03/24/21	03/25/21	03/31/21	
FT	211	Full Time Faculty	03/25 -04/09	04/09/21	04/12/21	04/16/21	
FT	212	Full Time Faculty	04/10 -04/24	04/24/21	04/26/21	04/30/21	
FT	221	Full Time Faculty	04/25 -05/09	05/09/21	05/10/21	05/14/21	
FT	222	Full Time Faculty	05/10 -05/24	05/24/21	05/25/21	06/01/21	
FT	231	Full Time Faculty	05/25 -06/09	06/09/21	06/10/21	06/16/21	
FT	232	Full Time Faculty	06/10 -06/24	06/24/21	06/25/21	07/01/21	
FT	311	Full Time Faculty	06/25 -07/09	07/09/21	07/12/21	07/16/21	
FT	312	Full Time Faculty	07/10 -07/24	07/24/21	07/26/21	07/30/21	
FT	321	Full Time Faculty	07/25 -08/09	08/09/21	08/10/21	08/16/21	
FT	322	Full Time Faculty	08/10 -08/24	08/24/21	08/25/21	09/01/21	
FT	331	Full Time Faculty	08/25 -09/09	09/09/21	09/10/21	09/16/21	
FT	332	Full Time Faculty	09/10 -09/24	09/24/21	09/27/21	09/30/21	
FT	411	Full Time Faculty	09/25 -10/09	10/09/21	10/11/21	10/15/21	
FT	412	Full Time Faculty	10/10 -10/24	10/24/21	10/25/21	11/01/21	
FT	421	Full Time Faculty	10/25 -11/09	11/09/21	11/10/21	11/16/21	
FT	422	Full Time Faculty	11/10 -11/24	11/22/21	11/23/21	12/01/21 <3>	
FT	431	Full Time Faculty	11/25 -12/09	12/09/21	12/10/21	12/16/21	
FT	432	Full Time Faculty	12/10 -12/24	12/21/21	12/22/21	12/31/21 <3>	

NOTES:

- <1> Faculty who are required to report their leave taken through Leave Reports should follow the submission schedule above.
- <2> Approvers required to approve faculty leave taken through Leave Reports should follow the submission schedule above.
- <3> Due to the Holidays - leave taken must be submitted early