

2025 Leave Entry Deadlines

| Leave Entry | Leave Period | | Leave Entry Period | | Payroll Update |
|-------------|--------------|-----------|--------------------|-----------|----------------|
| | From | To | From | To | |
| 1 | 28-Dec-24 | 10-Jan-25 | 11-Jan-25 | 16-Jan-25 | 17-Jan-25 |
| 2 | 11-Jan-25 | 24-Jan-25 | 25-Jan-25 | 30-Jan-25 | 31-Jan-25 |
| 3 | 25-Jan-25 | 7-Feb-25 | 8-Feb-25 | 13-Feb-25 | 14-Feb-25 |
| 4 | 8-Feb-25 | 21-Feb-25 | 22-Feb-25 | 27-Feb-25 | 28-Feb-25 |
| 5 | 22-Feb-25 | 7-Mar-25 | 8-Mar-25 | 13-Mar-25 | 14-Mar-25 |
| 6 | 8-Mar-25 | 21-Mar-25 | 22-Mar-25 | 27-Mar-25 | 28-Mar-25 |
| 7 | 22-Mar-25 | 4-Apr-25 | 5-Apr-25 | 10-Apr-25 | 11-Apr-25 |
| 8 | 5-Apr-25 | 18-Apr-25 | 19-Apr-25 | 24-Apr-25 | 25-Apr-25 |
| 9 | 19-Apr-25 | 2-May-25 | 3-May-25 | 8-May-25 | 9-May-25 |
| 10 | 3-May-25 | 16-May-25 | 17-May-25 | 22-May-25 | 23-May-25 |
| 11 | 17-May-25 | 30-May-25 | 31-May-25 | 5-Jun-25 | 6-Jun-25 |
| 12 | 31-May-25 | 13-Jun-25 | 14-Jun-25 | 19-Jun-25 | 20-Jun-25 |
| 13 | 14-Jun-25 | 27-Jun-25 | 28-Jun-25 | 3-Jul-25 | 4-Jul-25 |
| 14 | 28-Jun-25 | 11-Jul-25 | 12-Jul-25 | 17-Jul-25 | 18-Jul-25 |
| 15 | 12-Jul-25 | 25-Jul-25 | 26-Jul-25 | 31-Jul-25 | 1-Aug-25 |
| 16 | 26-Jul-25 | 8-Aug-25 | 9-Aug-25 | 14-Aug-25 | 15-Aug-25 |
| 17 | 9-Aug-25 | 22-Aug-25 | 23-Aug-25 | 28-Aug-25 | 29-Aug-25 |
| 18 | 23-Aug-25 | 5-Sep-25 | 6-Sep-25 | 11-Sep-25 | 12-Sep-25 |
| 19 | 6-Sep-25 | 19-Sep-25 | 20-Sep-25 | 25-Sep-25 | 26-Sep-25 |
| 20 | 20-Sep-25 | 3-Oct-25 | 4-Oct-25 | 9-Oct-25 | 10-Oct-25 |
| 21 | 4-Oct-25 | 17-Oct-25 | 18-Oct-25 | 23-Oct-25 | 24-Oct-25 |
| 22 | 18-Oct-25 | 31-Oct-25 | 1-Nov-25 | 6-Nov-25 | 7-Nov-25 |
| 23 | 1-Nov-25 | 14-Nov-25 | 15-Nov-25 | 20-Nov-25 | 21-Nov-25 |
| 24 | 15-Nov-25 | 28-Nov-25 | 29-Nov-25 | 4-Dec-25 | 5-Dec-25 |
| 25 | 29-Nov-25 | 12-Dec-25 | 13-Dec-25 | 18-Dec-25 | 19-Dec-25 |
| 26 | 13-Dec-25 | 26-Dec-25 | 27-Dec-25 | 1-Jan-26 | 2-Jan-26 |