

PWPEXMP Exempt Time Calendar - 2026

		Calendar Days Covered						
Lv Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr &Lv Taken Thru
MN12	MN01	Mon, Dec 1, 2025	Wed, Dec 31, 2025	Thu, Jan 8, 2026	Fri, Jan 9, 2026	January 26	January	December 31, 2025
MN01	MN02	Thu, Jan 1, 2026	Sat, Jan 31, 2026	Thu, Feb 5, 2026	Fri, Feb 6, 2026	February 26	February	January 31, 2026
MN02	MN03	Sun, Feb 1, 2026	Sat, Feb 28, 2026	Thu, Mar 5, 2026	Fri, Mar 6, 2026	March 26	March	February 28, 2026
MN03	MN04	Sun, Mar 1, 2026	Tue, Mar 31, 2026	Mon, Apr 6, 2026	Tue, Apr 7, 2026	April 26	April	March 31, 2026
MN04	MN05	Wed, Apr 1, 2026	Thu, Apr 30, 2026	Wed, May 6, 2026	Thu, May 7, 2026	May 26	May	April 30, 2026
MN05	MN06	Fri, May 1, 2026	Sun, May 31, 2026	Thu, Jun 4, 2026	Fri, Jun 5, 2026	June 26	June	May 31, 2026
MN06	MN07	Mon, Jun 1, 2026	Tue, Jun 30, 2026	Mon, Jul 6, 2026	Tue, Jul 7, 2026	July 26	July	June 30, 2026
MN07	MN08	Wed, Jul 1, 2026	Fri, Jul 31, 2026	Thu, Aug 6, 2026	Fri, Aug 7, 2026	August 26	August	July 31, 2026
MN08	MN09	Sat, Aug 1, 2026	Mon, Aug 31, 2026	Thu, Sep 3, 2026	Fri, Sep 4, 2026	September 26	September	August 31, 2026
MN09	MN10	Tue, Sep 1, 2026	Wed, Sep 30, 2026	Mon, Oct 5, 2026	Tue, Oct 6, 2026	October 26	October	September 30, 2026
MN10	MN11	Thu, Oct 1, 2026	Sat, Oct 31, 2026	Thu, Nov 5, 2026	Fri, Nov 6, 2026	November 26	November	October 31, 2026
MN11	MN12	Sun, Nov 1, 2026	Mon, Nov 30, 2026	Thu, Dec 3, 2026	Fri, Dec 4, 2026	December 26	December	November 30, 2026
MN12	MN01	Tue, Dec 1, 2026	Thu, Dec 31, 2026	Thu, Jan 7, 2027	Fri, Jan 8, 2027	January 26	January	December 31, 2026

Rev 8/2025

LvPeriod	Corresponds to timekeeping month
Payroll	Monthly payroll where leave will process
From/To	Actual Calendar Dates in Period
Submit Deadline	Date that system cuts off for employee time entry for period
Approve Deadline	Date that system cuts off for approvers for period
View Bal on WEB	Date that new leave balances will be available on the WEB
Accrual Thru	The month's vacation and sick leave accrual that is included in new balance
LvTaken Thru	The date thru which leave taken or comp time accrued is included in the new balance