

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 | |

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| 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 |