

## PWPLAWT Law Time Calendar - 2026

| Lv Year | Lv Period | Payroll | Calendar Days Covered      |                           | Submit Deadline           | Approve Deadline           | View Bal on WEB | Vac and Sick Accrual Thru | Payroll Comp Accr & Lv Taken Thru |
|---------|-----------|---------|----------------------------|---------------------------|---------------------------|----------------------------|-----------------|---------------------------|-----------------------------------|
|         |           |         | From                       | To                        |                           |                            |                 |                           |                                   |
| 2025    | L4 13     | MN 01   | Monday, November 17, 2025  | Sunday, December 14, 2025 | Monday, December 15, 2025 | Tuesday, December 16, 2025 | January 25      | January                   | January 11, 2026                  |
| 2026    | L4 01     | MN 01   | Monday, December 15, 2025  | Sunday, January 11, 2026  | Monday, January 12, 2026  | Tuesday, January 13, 2026  | January 25      | January                   | January 11, 2026                  |
| 2026    | L4 02     | MN 02   | Mon, Jan 12, 2026          | Sun, Feb 8, 2026          | Mon, Feb 9, 2026          | Tue, Feb 10, 2026          | February 26     | February                  | February 8, 2026                  |
| 2026    | L4 03     | MN 03   | Monday, February 9, 2026   | Sunday, March 8, 2026     | Monday, March 9, 2026     | Tuesday, March 10, 2026    | March 26        | March                     | March 8, 2026                     |
| 2026    | L4 04     | MN 04   | Mon, Mar 9, 2026           | Sun, Apr 5, 2026          | Mon, Apr 6, 2026          | Tue, Apr 7, 2026           | April 26        | April                     | April 5, 2026                     |
| 2026    | L4 05     | MN 05   | Monday, April 6, 2026      | Sunday, May 3, 2026       | Monday, May 4, 2026       | Tuesday, May 5, 2026       | May 26          | May                       | May 3, 2026                       |
| 2026    | L4 06     | MN 06   | Mon, May 4, 2026           | Sun, May 31, 2026         | Mon, Jun 1, 2026          | Tue, Jun 2, 2026           | June 26         | June                      | May 31, 2026                      |
| 2026    | L4 07     | MN 07   | Monday, June 1, 2026       | Sunday, June 28, 2026     | Monday, June 29, 2026     | Tuesday, June 30, 2026     | July 26         | July                      | June 28, 2026                     |
| 2026    | L4 08     | MN 08   | Mon, Jun 29, 2026          | Sun, Jul 26, 2026         | Mon, Jul 27, 2026         | Tue, Jul 28, 2026          | August 26       | August                    | July 26, 2026                     |
| 2026    | L4 09     | MN 09   | Monday, July 27, 2026      | Sunday, August 23, 2026   | Monday, August 24, 2026   | Tuesday, August 25, 2026   | September 26    | September                 | August 23, 2026                   |
| 2026    | L4 10     | MN 10   | Mon, Aug 24, 2026          | Sun, Sep 20, 2026         | Mon, Sep 21, 2026         | Tue, Sep 22, 2026          | October 26      | October                   | September 20, 2026                |
| 2026    | L4 11     | MN 11   | Monday, September 21, 2026 | Sunday, October 18, 2026  | Monday, October 19, 2026  | Tuesday, October 20, 2026  | November 26     | November                  | October 18, 2026                  |
| 2026    | L4 12     | MN 12   | Mon, Oct 19, 2026          | Sun, Nov 15, 2026         | Mon, Nov 16, 2026         | Tue, Nov 17, 2026          | December 26     | December                  | November 15, 2026                 |
| 2026    | L4 13     | MN 01   | Monday, November 16, 2026  | Sunday, December 13, 2026 | Monday, December 14, 2026 | Tuesday, December 15, 2026 | January 26      | January                   | January 10, 2027                  |
| 2026    | L4 01     | MN 01   | Monday, December 14, 2026  | Sunday, January 10, 2027  | Monday, January 11, 2027  | Tuesday, January 12, 2027  | February 26     | January                   | January 10, 2027                  |

Jan-26

**Note:** Both L4 13 and L4 01 Cycles will run through the MN01 Payroll

|                  |   |
|------------------|---|
| LvPeriod         | Corresponds to timekeeping month  |
| Payroll          | Monthly payroll when 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 |