

2026 Attendance Windows

Pay #	Leave Period Begin	Leave Period End	Opening Date	Closing Date
1	January 1/26	January 31/26	Monday, February 2, 2026	Monday, February 9, 2026
2	February 1/26	February 28/26	Monday, March 2, 2026	Monday, March 9, 2026
3	March 1/26	March 31/26	Wednesday, April 1, 2026	Monday, April 6, 2026
4	April 1/26	April 30/26	Monday, May 4, 2026	Monday, May 11, 2026
5	May 1/26	May 31/26	Monday, June 1, 2026	Monday, June 8, 2026
6	June 1/26	June 30/26	Thursday, July 2, 2026	Tuesday, July 7, 2026
7	July 1/26	July 31/26	Monday, August 3, 2026	Monday, August 10, 2026
! **8	August 1/26	August 31/26	Wednesday, August 12, 2026	Wednesday, August 26, 2026
9	September 1/26	September 30/26	Thursday, October 1, 2026	Tuesday, October 6, 2026
10	October 1/26	October 31/26	Monday, November 2, 2026	Monday, November 9, 2026
11	November 1/26	November 30/26	Tuesday, December 1, 2026	Tuesday, December 8, 2026
12	December 1/26	December 31/26	Monday, January 4, 2027	Friday, January 8, 2027

Notes:

March: Shortened Window - Attendance **must** be entered by end of day Monday, April 6 for fiscal year end.

August: Early Entry Required - Attendance **must** be entered by end of day Wednesday, August 26 for Roll Over

September: New vacation year Begin Balances will roll from prior year's ending balances. Any ending balances above carryover cap will be reduced.