

University of the Incarnate Word

EXCEPTION LEAVE TIME SCHEDULE

ADMINISTRATORS AND FACULTY

FISCAL YEAR 2025-2026

Monthly Pay Period		Employee-Time Entry cutoff by 11:59 P.M.	Supervisor-Approval cutoff by 1:00 P.M.	Pay #
June 1, 2025	June 30, 2025	June 18, 2025	June 20, 2025	MN 6
July 1, 2025	July 31, 2025	July 22, 2025	July 23, 2025	MN 7
August 1, 2025	August 31, 2025	August 20, 2025	August 21, 2025	MN 8
Sept 1, 2025	Sept 30,2025	Sept 19, 2025	Sept 22, 2025	MN 9
October 1, 2025	October 31, 2025	October 22, 2025	October 23, 2025	MN 10
Nov 1, 2025	Nov 30,2025	Nov 18, 2025	Nov 19, 2025	MN 11
Dec 1, 2025	Dec 31, 2025	Dec 10, 2025	Dec 11, 2025	MN 12

**** Schedule subject to change due to Holidays****