

University of the Incarnate Word

EXCEPTION LEAVE TIME SCHEDULE

ADMINISTRATORS AND FACULTY

FISCAL YEAR 2026-2027

| Monthly Pay Period | | Employee-Time Entry cutoff by 11:59 P.M. | Supervisor-Approval cutoff by 1:00 P.M. | Pay # |
|---------------------------|------------------|---|--|--------------|
| June 1, 2026 | June 30, 2026 | June 19, 2026 | June 22 2026 | MN 6 |
| July 1, 2026 | July 31, 2026 | July 20, 2026 | July 21, 2026 | MN 7 |
| August 1, 2026 | August 31 2026 | August 20 2026 | August 21, 2026 | MN 8 |
| Sept 1, 2026 | Sept 30,2026 | Sept 21, 2026 | Sept 22, 2026 | MN 9 |
| October 1, 2026 | October 31, 2026 | October 20, 2026 | October 21, 2026 | MN 10 |
| Nov 1, 2026 | Nov 30,2026 | Nov 19, 2026 | Nov 20, 2026 | MN 11 |
| Dec 1, 2026 | Dec 31, 2026 | Dec 10, 2026 | Dec 11, 2026 | MN 12 |
| Jan 1,2027 | Jan 31, 2027 | Jan 20, 2027 | Jan 21, 2027 | MN 1 |
| Feb 1, 2027 | Feb 28, 2027 | Feb 19,2027 | Feb 22, 2027 | MN 2 |
| March 1, 2027 | March 31,2027 | March 19,2027 | March 22, 2027 | MN 3 |
| April 1, 2027 | April 30, 2027 | April 20, 2027 | April 21, 2027 | MN 4 |
| May 1, 2027 | May 31, 2027 | May 20, 2027 | May 21, 2027 | MN 5 |

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