

# University of the Incarnate Word

## EXCEPTION LEAVE TIME SCHEDULE

### ADMINISTRATORS AND FACULTY

#### FISCAL YEAR 2024-2025

<b>Monthly Pay Period</b>		<b>Employee-Time Entry cutoff by 11:59 P.M.</b>	<b>Supervisor-Approval cutoff by 1:00 P.M.</b>	<b>Pay #</b>
June 1, 2024	June 30, 2024	June 17, 2024	June 18, 2024	MN 6
July 1, 2024	July 31, 2024	July 19, 2024	July 22, 2024	MN 7
August 1, 2024	August 31, 2024	August 19, 2024	August 20, 2024	MN8
Sept 1, 2024	Sept 30,2024	Sept 19, 2024	Sept 20, 2024	MN9
October 1, 2024	October 31, 2024	October 18, 2024	October 21, 2024	MN 10
Nov 1, 2024	Nov 30,2024	Nov 18, 2024	Nov 19, 2024	MN 11
Dec 1, 2024	Dec 31, 2024	Dec 10, 2024	Dec 11, 2024	MN 12
Jan 1,2025	Jan 31, 2025	Jan 17, 2025	Jan 20, 2025	M N I
Feb 1, 2025	Feb 28, 2025	Feb 19, 2025	Feb 20, 2025	MN2
March 1, 2025	March 31, 2025	March 19, 2025	March 20, 2025	MN3
April 1, 2025	April 30, 2025	April 18, 2025	April 21, 2025	MN4
May 1, 2025	May 31, 2025	May 20, 2025	May 21, 2025	MN5

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