



## 2026 EHRA Full-Time & SHRA Exempt Employees Leave Report

Updated Leave Balances are available to view on the Employee Self-Service Dashboard by the 25<sup>th</sup> of each month. For question or concerns about this schedule or leave reports, please contact Operations & Services Consultant Sandra Bailey at 919-530-6108 or [sbaile20@nccu.edu](mailto:sbaile20@nccu.edu).

PAYROLL PERIOD	LEAVE REPORT START DATE	LEAVE REPORT END DATE	EMPLOYEE SUBMIT DEADLINE	MANAGER APPROVAL DEADLINE	VAC & SICK ACCRUAL THRU	COMP ACCR & LEAVE TAKEN THRU
MN01	Dec 1, 2025	Dec 31, 2025	Jan 5, 2026	Jan 6, 2026	January	December 31, 2025
MN02	Jan 1, 2026	Jan 31, 2026	Feb 3, 2026	Feb 4, 2026	February	January 31, 2026
MN03	Feb 1, 2026	Feb 29, 2026	Mar 3, 2026	Mar 4, 2026	March	February 28, 2026
MN04	Mar 1, 2026	Mar 31, 2026	Apr 2, 2026	Apr 3, 2026	April	March 31, 2026
MN05	Apr 1, 2026	Apr 30, 2026	May 4, 2026	May 5, 2026	May	April 30, 2026
MN06	May 1, 2026	May 31, 2026	Jun 2, 2026	Jun 3, 2026	June	May 31, 2026
MN07	Jun 1, 2026	Jun 30, 2026	Jul 2, 2026	Jul 6, 2026	July	June 30, 2026
MN08	Jul 1, 2026	Jul 31, 2026	Aug 4, 2026	Aug 5, 2026	August	July 31, 2026
MN09	Aug 1, 2026	Aug 31, 2026	Sep 2, 2026	Sep 3, 2026	September	August 31, 2026
MN10	Sep 1, 2026	Sep 30, 2026	Oct 2, 2026	Oct 5, 2026	October	September 30, 2026
MN11	Oct 1, 2026	Oct 31, 2026	Nov 3, 2026	Nov 4, 2026	November	October 31, 2026
MN12	Nov 1, 2026	Nov 30, 2026	Dec 1, 2026	Dec 2, 2026	December	November 30, 2026
MN01	Dec 1, 2026	Dec 31, 2026	Jan 5, 2027	Jan 6, 2027	January	December 31, 2026