



## 2026 LAW ENFORCEMENT EMPLOYEES LEAVE REPORT SCHEDULE

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).

LEAVE PERIOD	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
L4 13	MN 01	Mon, Nov 17, 2025	Sun, Dec 14, 2025	Mon, Dec 15, 2025	Tue, Feb 10, 2026	January	Jan 11, 2026
L4 01	MN 01	Mon, Dec 15, 2025	Sun, Jan 11, 2026	Mon, Jan 12, 2026	Tues, Mar 10, 2026	January	Jan 11, 2026
L4 02	MN 02	Mon, Jan 12, 2026	Sun, Feb 8, 2026	Mon, Feb 9, 2026	Tue, Apr 7, 2026	February	Feb 8, 2026
L4 03	MN 03	Mon, Feb 9, 2026	Sun, Mar 8, 2026	Mon, Mar 9, 2026	Tues, May 5, 2026	March	Mar 8, 2026
L4 04	MN 04	Mon, Mar 9, 2026	Sun, Apr 5, 2026	Mon, Apr 6, 2026	Tue, Jun 2, 2026	April	Apr 5, 2026
L4 05	MN 05	Mon, Apr 6, 2026	Sun, May 3, 2026	Mon, May 4, 2026	Tues, Jun 30, 2026	May	May 3, 2026
L4 06	MN 06	Mon, May 4, 2026	Sun, May 31, 2026	Mon, Jun 1, 2026	Tue, Jul 28, 2026	June	May 31, 2026
L4 07	MN 07	Mon, Jun 1, 2026	Sun, Jun 28, 2026	Mon, Jun 29, 2026	Tues, Aug 25, 2026	July	Jun 28, 2026
L4 08	MN 08	Mon, Jun 29, 2026	Sun, Jul 26, 2026	Mon, Jul 27, 2026	Tue, Sep 22, 2026	August	Jul 26, 2026
L4 09	MN 09	Mon, July 27, 2026	Sun, Aug 23, 2026	Mon, Aug 24, 2026	Tues, Oct 20, 2026	September	Aug 23, 2026
L4 10	MN 10	Mon, Aug 24, 2026	Sun, Sep 20, 2026	Mon, Sep 21, 2026	Tue, Nov 17, 2026	October	Sept 20, 2026
L4 11	MN 11	Mon, Sept 21, 2026	Sun, Oct 18, 2026	Mon, Oct 19, 2026	Tues, Dec 15, 2026	November	Oct 18, 2026
L4 12	MN 12	Mon, Oct 19, 2026	Sun, Nov 15, 2026	Mon, Nov 16, 2026	Tues, Jan 12, 2027	December	Nov 15, 2026
L4 13	MN 01	Mon, Nov 16, 2026	Sun, Dec 13, 2026	Mon, Dec 14, 2026	Tue, Feb 10, 2026	January	Jan 10, 2027
L4 01	MN 01	Mon, Dec 14, 2026	Sun, Jan 10, 2027	Mon, Jan 11, 2027	Tues, Mar 10, 2026	January	Jan 10, 2027

**Please Note: Both L4 13 and L4 01 Cycles will run through the MN01 Payroll**