



2026 SHRA-SN SUBJECT EMPLOYEES LEAVE REPORT (TIMESHEET) SCHEDULE

Updated Leave Balances are available to view on the Employee Self-Service Dashboard by the 25th 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.

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