

Time Off Request Deadlines 2026	
DEADLINE AT LATEST	DATE RANGE
Sunday 12/14	12/28 - 1/3
Sunday 12/21	1/4 - 1/10
Sunday 12/28	1/11 - 1/17
Sunday 1/4	1/18 - 1/24
Sunday 1/11	1/25 - 1/31
Sunday 1/18	2/1 - 2/7
Sunday 1/25	2/8 - 2/14
Sunday 2/1	2/15 - 2/21
Sunday 2/8	2/22 - 2/28
Sunday 2/15	3/1 - 3/7
Sunday 2/22	3/8 - 3/14
Sunday 3/1	3/15 - 3/21
Sunday 3/8	3/22 - 3/28
Sunday 3/15	3/29 - 4/4
Sunday 3/22	4/5 - 4/11
Sunday 3/29	4/12 - 4/18
Sunday 4/5	4/19 - 4/25
Sunday 4/12	4/26 - 5/2
Sunday 4/19	5/3 - 5/9
Sunday 4/26	5/10 - 5/16
Sunday 5/3	5/17 - 5/23
Sunday 5/10	5/24 - 5/30
Sunday 5/17	5/31 - 6/6
Sunday 5/24	6/7 - 6/13
Sunday 5/31	6/14 - 6/20
Sunday 6/7	6/21 - 6/27
Sunday 6/14	6/28 - 7/4
Sunday 6/21	7/5 - 7/11
Sunday 6/28	7/12 - 7/18
Sunday 7/5	7/19 - 7/25
Sunday 7/12	7/26 - 8/1
Sunday 7/19	8/2 - 8/8

Time Off Request Deadlines 2026	
DEADLINE AT LATEST	DATE RANGE
Sunday 7/26	8/9 - 8/15
Sunday 8/2	8/16 - 8/22
Sunday 8/9	8/23 - 8/29
Sunday 8/16	8/30 - 9/5
Sunday 8/23	9/6 - 9/12
Sunday 8/30	9/13 - 9/19
Sunday 9/6	9/20 - 9/26
Sunday 9/13	9/27 - 10/3
Sunday 9/20	10/4 - 10/10
Sunday 9/27	10/11 - 10/17
Sunday 10/4	10/18 - 10/24
Sunday 10/11	10/25 - 10/31
Sunday 10/18	11/1 - 11/7
Sunday 10/25	11/8 - 11/14
Sunday 11/1	11/15 - 11/21
Sunday 11/8	11/22 - 11/28
Sunday 11/15	11/29 - 12/5
Sunday 11/22	12/6 - 12/12
Sunday 11/29	12/13 - 12/19
Sunday 12/6	12/20 - 12/26
Sunday 12/13	12/27 - 1/2
Sunday 12/20	1/3 - 1/9
Sunday 12/27	1/10 - 1/16

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Remember travel is booked on Monday AT LEAST 2 weeks prior to project. Please Submit Time off Request by the EOD on Deadline Sunday via email to your direct Supervisor. If you know sooner, no need to wait, you can email your dates and we will add them to the Time Off Calendar.



2025 Payroll Calendar		
MONDAY	SUNDAY	PAY DATE (FRIDAY)
12/15/2025	12/28/2025	01/02/2026
12/29/2025	01/11/2026	01/16/2026
01/12/2026	01/25/2026	01/30/2026
01/26/2026	02/08/2026	02/13/2026
02/09/2026	02/22/2026	02/27/2026
02/23/2026	03/08/2026	03/13/2026
03/09/2026	03/22/2026	03/27/2026
03/23/2026	04/05/2026	04/10/2026
04/06/2026	04/19/2026	04/24/2026
04/20/2026	05/03/2026	05/08/2026
05/04/2026	05/17/2026	05/22/2026
05/18/2026	05/31/2026	06/05/2026
06/01/2026	06/14/2026	06/19/2026
06/15/2026	06/28/2026	07/03/2026
06/29/2026	07/12/2026	07/17/2026
07/13/2026	07/26/2026	07/31/2026
07/27/2026	08/09/2026	08/14/2026
08/10/2026	08/23/2026	08/28/2026
08/24/2026	09/06/2026	09/11/2026
09/07/2026	09/20/2026	09/25/2026
09/21/2026	10/04/2026	10/09/2026
10/05/2026	10/18/2026	10/23/2026
10/19/2026	11/01/2026	11/06/2026
11/02/2026	11/15/2026	11/20/2026
11/16/2026	11/29/2026	12/04/2026
11/30/2026	12/13/2026	12/18/2026
12/14/2026	12/27/2026	01/01/2027



Remember Pay Date is FRIDAY specified, never EXPECT funds before that date even if you have direct deposit set up. If receiving PAPER check, please allow up to Wed FOLLOWING Pay Date for check inquiries. MUST SEND PAY STUB WITH ALL CHECK INQUIRIES!