

Absence Reporting Schedule and Submission Deadlines - 2026

Leave Report Period	Start Entering	Submit to Supervisor By	Supervisor Approve By
01/01/26 - 01/31/26	12/18/2025	2/4/2026	2/9/2026
02/01/26 - 02/28/26	1/26/2026	3/4/2026	3/9/2026
03/01/26 - 03/31/26	2/23/2026	4/3/2026	4/8/2026
04/01/26 - 04/30/26	3/25/2026	5/5/2026	5/8/2026
05/01/26 - 05/31/26	4/24/2026	6/3/2026	6/8/2026
06/01/26 - 06/30/26	5/22/2026	7/6/2026	7/9/2026
07/01/26 - 07/31/26	6/24/2026	8/5/2026	8/10/2026
08/01/26 - 08/31/26	7/24/2026	9/3/2026	9/9/2026
09/01/26 - 09/30/26	8/25/2026	10/5/2026	10/8/2026
10/01/26 - 10/31/26	9/24/2026	11/4/2026	11/10/2026
11/01/26 - 11/30/26	10/23/2026	12/3/2026	12/8/2026
12/01/26 - 12/31/26	11/24/2026	1/6/2027	1/11/2027