



2026 Time & Pay Calendar

Completing timecards on a weekly basis ensures employees are paid timely and accurately.

QUESTIONS?
Call HR4U 888.899.6844

Exempt Employee's Timecard reflects a 4 week period of time.

Manager Approval Dates are 01/21, 02/18, 03/18, 04/15, 05/13, 06/10, 07/08, 08/05, 09/02, 09/30, 10/28, 11/25, 12/23 by close of business

Non-Exempt Employee Timecard Approval Deadline - Every Tuesday (by close of business)

Manager Timecard Approval Deadline Non-Exempt employees - Every Wednesday (by close of business)

H Holiday
\$ Payday

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				H	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7		9	10	8	9	10	11	12	\$	14	8	9	10	11	12	\$	14
11	12	13	14	\$	16	17	15	H	17	18	19	20	21	15	16	17	18	19	20	21
18	H	20	21	22	23	24	22	23	24	25	26	\$	28	22	23	24	25	26	27	28
25	26	27	28	29	\$	31								29	30	\$				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	\$	16	17	18	10	11	12	13	14	\$	16	14	\$	16	17	18	H	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	\$			24	H	26	27	28	\$	30	28	29	\$				
							31													

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	H	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12
12	13	14	\$	16	17	18	9	10	11	12	13	\$	15	13	14	\$	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	\$		23	24	25	26	27	28	29	27	28	29	\$			
							30	\$												

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	\$	14	6	7	8	9	10	11	12
11	12	13	14	\$	16	17	15	16	17	18	19	20	21	13	14	\$	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	H	H	28	20	21	22	23	24	H	26
25	26	27	28	29	\$	31	29	\$						27	28	29	30	\$		

Paid Leave (PL) is accrued at the beginning of every pay period based on your years of service and your employment status (full-time or part-time). See table.

Anniversary Year(s) of Service	Accrual Rate per Semi-Monthly Pay Cycle*	Annual Paid Leave Accrual *
New Hire through 4 years	6.67 hours	20 Days (160.08 hrs)
5 through 9 years	8.34 hours	25 Days (200.16 hrs)
10 years and thereafter	10 hours	30 Days (240 hrs)

*Based on Full-Time Employee (40 hrs/week) and a Standard Calendar Year

Other information to note: Employees hired prior to 7/1 of each year will receive a True Balance day
Employees also receive 8 hours of V8 time to be used to Volunteer with a charity of their choice