LOA Renewal Schedule and Deadlines

Beginning of the month renewal dates	Pay Period Start Date of New LOA	Pay Period End Date of New LOA	Earliest LOA Renewal Released	Lastest LOA Renewal Released	Deadline for Supervisor to Approve Renewal	Deadline for HR Recruitment Approval	Deadline for Employee Approval/Acceptance of Contract	Deadline for HRA Approval and Renewing Job in Banner	Time Approved	Pay Day	Notes
			40 days prior to LOA end date	40 days prior to LOA end date	20 days prior to pay period start for new LOA	10 days prior to pay period start for new LOA	5 days prior to pay period start for new LOA	3 days from pay period start date			
	10/17/2026	10/30/2026	9/7/2026	9/20/2026	9/27/2026	10/7/2026	10/12/2026	10/15/2026	11/3/2026	11/10/2026	11/11 is Vetrans' Day; pay issued on Tuesday
11/1/2026	10/31/2026	11/13/2026	9/21/2026	10/4/2026	10/11/2026	10/21/2026	10/26/2026	10/29/2026	11/17/2026	11/25/2026	
	11/14/2026	11/27/2026	10/5/2026	10/18/2026	10/25/2026	11/4/2026	11/9/2026	11/12/2026	12/1/2026	12/9/2026	
12/1/2026	11/28/2026	12/11/2026	10/19/2026	11/1/2026	11/8/2026	11/18/2026	11/23/2026	11/26/2026	12/15/2026	12/23/2026	
	12/12/2026	12/25/2026	11/2/2026	11/15/2026	11/22/2026	12/2/2026	12/7/2026	12/10/2026	12/29/2026	1/6/2027	
1/1/2027	12/26/2026	1/8/2027	11/16/2026	11/29/2026	12/6/2026	12/16/2026	12/21/2026	12/24/2026	1/12/2027	1/20/2027	
	1/9/2027	1/22/2027	11/30/2026	12/13/2026	12/20/2026	12/30/2026	1/4/2027	1/7/2027	1/26/2027	2/3/2027	
2/1/2027	1/23/2027	2/5/2027	12/14/2026	12/27/2026	1/3/2027	1/13/2027	1/18/2027	1/21/2027	2/9/2027	2/17/2027	
	2/6/2027	2/19/2027	12/28/2026	1/10/2027	1/17/2027	1/27/2027	2/1/2027	2/4/2027	2/23/2027	3/3/2027	
3/1/2027	2/20/2027	3/5/2027	1/11/2027	1/24/2027	1/31/2027	2/10/2027	2/15/2027	2/18/2027	3/9/2027	3/17/2027	
	3/6/2027	3/19/2027	1/25/2027	2/7/2027	2/14/2027	2/24/2027	3/1/2027	3/4/2027	3/23/2027	3/31/2027	
4/1/2027	3/20/2027	4/2/2027	2/8/2027	2/21/2027	2/28/2027	3/10/2027	3/15/2027	3/18/2027	4/6/2027	4/14/2027	
	4/3/2027	4/16/2027	2/22/2027	3/7/2027	3/14/2027	3/24/2027	3/29/2027	4/1/2027	4/20/2027	4/28/2027	
	4/17/2027	4/30/2027	3/8/2027	3/21/2027	3/28/2027	4/7/2027	4/12/2027	4/15/2027	5/4/2027	5/12/2027	
5/1/2027	5/1/2027	5/14/2027	3/22/2027	4/4/2027	4/11/2027	4/21/2027	4/26/2027	4/29/2027	5/18/2027	5/26/2027	
	5/15/2027	5/28/2027	4/5/2027	4/18/2027	4/25/2027	5/5/2027	5/10/2027	5/13/2027	6/1/2027	6/9/2027	
6/1/2027	5/29/2027	6/11/2027	4/19/2027	5/2/2027	5/9/2027	5/19/2027	5/24/2027	5/27/2027	6/15/2027	6/23/2027	
	6/12/2027	6/25/2027	5/3/2027	5/16/2027	5/23/2027	6/2/2027	6/7/2027	6/10/2027	6/28/2027	7/7/2027	
7/1/2027	6/26/2027	7/9/2027	5/17/2027	5/30/2027	6/6/2027	6/16/2027	6/21/2027	6/24/2027	TBD	7/21/2027	
	7/10/2027	7/23/2027	5/31/2027	6/13/2027	6/20/2027	6/30/2027	7/5/2027	7/8/2027	TBD	8/4/2027	
8/1/2027	7/24/2027	8/6/2027	6/14/2027	6/27/2027	7/4/2027	7/14/2027	7/19/2027	7/22/2027	TBD	8/18/2027	
	8/7/2027	8/20/2027	6/28/2027	7/11/2027	7/18/2027	7/28/2027	8/2/2027	8/5/2027	TBD	9/1/2027	

Supervisor = person listed in employee's NBAJOBS record in Banner. A supervisor can login to GrizPortal and review "My Team" or login to NEOED and view "People" section and "My Direct Reports". If a supervisor has terminated, the LOA renewal will go up to next level in the organizational chart, i.e. supervisor's supervisor.