

Pay Period Record Schedule – 2026

Pay Period Start	Pay Period Ends	Timesheet Due	Pay Date	HOLIDAYS
12/28/2025	1/10/2026	01/12/2026	1.16.26	Thursday, 1/01/2026 - New Year's Day
1/11/2026	1/24/2026	01/26/2026	1.30.26	Monday, 1/19/2026 - Martin Luther King, Jr. Birthday
1/25/2026	2/07/2026	2/9/2026	2.13.26	
2/8/2026	2/21/2026	2/23/2026	2.27.26	Monday, 2/16/2026 – Presidents' Day
2/22/2026	3/7/2026	3/9/2026	3.13.26	
3/8/2026	3/21/2026	3/23/2026	3.27.26	
3/22/2026	4/4/2026	4/6/2026	4.10.26	
4/5/2026	4/18/2026	4/20/2026	4.24.26	
4/19/2026	5/2/2026	5/5/2026	5.8.26	
5/3/2026	5/16/2026	5/19/2026	5.22.26	
5/17/2026	5/30/2026	6/1/2026	6.5.26	Monday, 5/25/2026 - Memorial Day
5/31/2026	6/13/2026	6/15/2026	6.18.26	
6/14/2026	6/27/2026	6/26/2026	7.2.26	Friday, 6/19/2026 - Juneteenth
6/28/2026	7/11/2026	7/14/2026	7.17.26	Friday, 07/03/2025 - Independence Day
7/12/2026	7/25/2026	7/28/2026	7.31.26	
7/26/2026	8/8/2026	8/11/2026	8.14.26	
8/9/2026	8/22/2026	8/25/2026	8.28.26	
8/23/2026	9/5/2026	9/4/2026	9.11.26	Monday, 9/07/2026 - Labor Day
9/6/2026	9/19/2026	9/21/2026	9.25.26	
9/20/2026	10/3/2026	10/5/2026	10.9.26	
10/4/2026	10/17/2026	10/19/2026	10.23.26	Monday, 10/12/2026 - Columbus Day
10/18/2026	10/31/2026	11/2/2026	11.6.26	
11/1/2026	11/14/2026	11/16/2026	11.20.26	Wednesday, 11/11/2026 - Veterans Day
11/15/2026	11/28/2026	11/30/2026	12.4.26	Thursday, 11/26/2026 - Thanksgiving Day
11/29/2026	12/12/2026	12/14/2026	12.18.26	
12/13/2026	12/26/2026	12/23/2026	12.31.26	Friday, 12/25/2026 – Christmas Day

All CARES employees are reminded that if you work at least 7 ½ hours or longer daily, you MUST take a 30 minute unpaid lunch break which should begin no later than 5 hours after the start of your workday. This 30-minute unpaid lunch period **MUST** be included in the calculation of your hours each day **AND** reported on your timesheet. **If you work 7 ½ hours or longer per day and do not record a 30-minute lunch period on your timesheet, you will be asked to correct your timesheet and resubmit.** Overtime is paid after 40 hours weekly – all OT must be **pre-approved** prior to working hours by PI Supervisor and CARES.

- Please note dates above when timesheets are due and emailed to Celia Vega at CARES. **TIMESHEETS MUST BE SUBMITTED NO LATER THAN 9:00AM ON THE DATE DUE. PLEASE ENSURE YOUR TIMESHEETS ARE SUBMITTED ON TIME TO AVOID POTENTIAL DISCIPLINARY ACTION.**
- When a Holiday falls on a Monday, timesheets are due the previous Friday no later than 9:00am.
- It is your responsibility to secure your supervisor's signature approval for your hours worked.
- In the case of VA employees, it is your responsibility and that of your supervisor to document and certify the hours being worked for CARES are separate and distinct from those worked for VA.
- Should you have any questions, please contact me by email: Celia Vega (celia.vega@va.gov).