

MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT

ABSENCE MANAGEMENT SCHEDULE 2025-2026

(Request for Time Off)

Input Time Off

(Dates for employees to input their time off request)

Approval Date

(Site approval to be completed by this date)

Upload Date

PeopleSoft uploads time
No changes, adjustments or approvals will process

Jun 19, 2025 - July 15, 2025	July 16, 2025	July 17, 2025 5:00 am
July 17, 2025 - Aug 14, 2025	August 15, 2025	Aug 18, 2025 5:00 am
Aug 16, 2025 - Sept 12, 2025	September 15, 2025	Sept 16, 2025 5:00 am
Sept 16, 2025 - Oct 15, 2025	October 16, 2025	Oct 17, 2025 5:00 am
Oct 17, 2025 - Nov 07, 2025	November 12, 2025	Nov 13, 2025 5:00 am
Nov 13, 2025 - Dec 05, 2025	December 08, 2025	Dec 09, 2025 5:00 am
Dec 09, 2025 - Jan 13, 2026	January 14, 2026	Jan 15, 2026 5:00 am
Jan 15, 2026 - Feb 10, 2026	February 11, 2026	Feb 12, 2026 5:00 am
Feb 12, 2026 - Mar 12, 2026	March 13, 2026	Mar 16, 2026 5:00 am
Mar 16, 2026 - Apr 14, 2026	April 15, 2026	Apr 16, 2026 5:00 am
Apr 16, 2026 - May 12, 2026	May 13, 2026	May 14, 2026 5:00 am
May 14, 2026 - Jun 11, 2026	June 12, 2026	June 15, 2026 5:00 am

- **All time for the 25/26 school year needs to be inputted and approved by June 12, 2026, especially if the employee is out of time!**
- Please call the business office if you need help with any adjustments to an employee's time throughout the school year.

Payroll Department

payroll@meusd.org

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(619) 473-9022 ext.161 or 162