TimeCubby

A PRACTICAL PLANNING SHEET / THANKSGIVING 2026

Plan a nine-day break.

Know the leave you need.

November 21-29, 2026 | Monday-Friday workweek

9	4	3
calendar days away	leave days: Thu off	leave days: Thu + Fri off

SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
21	22	23	24	25	26	27	28	29
OFF	OFF	LEAVE	LEAVE	LEAVE	HOLIDAY	LEAVE*	OFF	OFF

*Friday needs leave unless your workplace also closes November 27. Thanksgiving is Thursday, November 26. Employer schedules determine your days off.

Make it your own

My working days / hours _____

My employer holidays / closures _____

My leave dates to request _____

Leave hours or days needed / approval _____

Make the plan fit your workweek.

timecubby.com/vacation-days-needed-calculator

Holiday-date reference: U.S. Office of Personnel Management