

# 2025 Time & Pay Calendar

## Completing timecards ensures timely and accurate payment.

- Exempt Employee's Timecard reflects a 4 week period of time
- Manager Approval Dates are 01/22, 02/19, 03/19, 04/16, 05/14, 06/11, 07/09, 08/06, 09/03, 10/01, 10/29, 11/26, 12/24 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)

| January '25                                                                                                      | February '25                                                                                                     | March '25                                                                                                           | April '25                                                                                                           | H Holiday | \$ Payday |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| S M T W T F S<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31 | S M T W T F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28          | S M T W T F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31 | S M T W T F S<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30       |           |           |
| May '25                                                                                                          | June '25                                                                                                         | July '25                                                                                                            | August '25                                                                                                          |           |           |
| S M T W T F S<br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31 | S M T W T F S<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30    | S M T W T F S<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31    | S M T W T F S<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 |           |           |
| September '25                                                                                                    | October '25                                                                                                      | November '25                                                                                                        | December '25                                                                                                        |           |           |
| S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30    | S M T W T F S<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31 | S M T W T F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30    | S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31    |           |           |

**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 below.**

| 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 plus                  | 10 hours                                 | 30 Days (240 hrs)          |

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



**QUESTIONS?**  
Call HR4U 888.899.6844