

ETF Due to HR for Processing	2025 PAYROLL CALENDAR				
	Pay Period Starts	Pay Period Ends	Approvals Due	Payday	
12/11/24	12/22/24	01/04/25	01/06/25	01/10/25	1
12/18/24	01/05/25	01/18/25	01/20/25	01/24/25	2
01/08/25	01/19/25	02/01/25	02/03/25	02/07/25	3
01/22/25	02/02/25	02/15/25	02/17/25	02/21/25	4
02/05/25	02/16/25	03/01/25	03/03/25	03/07/25	5
02/19/25	03/02/25	03/15/25	03/17/25	03/21/25	6
03/05/25	03/16/25	03/29/25	03/31/25	04/04/25	7
03/19/25	03/30/25	04/12/25	04/14/25	04/18/25	8
04/02/25	04/13/25	04/26/25	04/28/25	05/02/25	9
04/16/25	04/27/25	05/10/25	05/12/25	05/16/25	10
04/30/25	05/11/25	05/24/25	05/26/25	05/30/25	11
05/14/25	05/25/25	06/07/25	06/09/25	06/13/25	12
05/28/25	06/08/25	06/21/25	06/23/25	06/27/25	13
06/11/25	06/22/25	07/05/25	07/07/25	07/11/25	14
06/25/25	07/06/25	07/19/25	07/21/25	07/25/25	15
07/09/25	07/20/25	08/02/25	08/04/25	08/08/25	16
07/23/25	08/03/25	08/16/25	08/18/25	08/22/25	17
08/06/25	08/17/25	08/30/25	09/01/25	09/05/25	18
08/20/25	08/31/25	09/13/25	09/15/25	09/19/25	19
09/03/25	09/14/25	09/27/25	09/29/25	10/03/25	20
09/17/25	09/28/25	10/11/25	10/13/25	10/17/25	21
10/01/25	10/12/25	10/25/25	10/27/25	10/31/25	22
10/15/25	10/26/25	11/08/25	11/10/25	11/14/25	23
10/29/25	11/09/25	11/22/25	11/24/25	11/28/25	24
11/12/25	11/23/25	12/06/25	12/08/25	12/12/25	25
11/26/25	12/07/25	12/20/25	12/22/25	12/26/25	26

Orientation Dates
01/10/25
01/24/25
02/07/25
02/21/25
03/07/25
03/21/25
04/04/25
04/18/25
05/02/25
05/16/25
05/30/25
06/13/25
06/27/25
07/11/25
07/25/25
08/08/25
08/22/25
09/05/25
09/19/25
10/03/25
10/17/25
10/31/25
11/14/25
11/21/25

**Employees must submit timecards to managers by 10 am
Managers must approve timecards no later than 3 pm.**

2025 Holidays	
01/01/25	New Year's Day
01/20/25	Martin's Luther King
03/31/25	Cesar Chavez Day
05/26/25	Memorial Day
06/19/25	Juneteenth
07/04/25	Independence day
09/01/25	Labor Day
11/11/25	Veterans Day
11/27/25	Thanksgiving Day
11/28/25	Foundation Paid Holiday
12/24/25	Foundation Paid Holiday
12/25/25	Christmas Day
12/26/25	Foundation Paid Holiday
12/29/25	Foundation Paid Holiday
12/30/25	Foundation Paid Holiday
01/01/26	New Year's Day

**Note: Must work the scheduled shift before and after
holiday for holiday pay eligibility**