

2025 Attendance Windows

Pay #	Leave Period Begin	Leave Period End	Opening Date	Closing Date
1	January 1/25	January 31/25	Monday, February 3, 2025	Monday, February 10, 2025
2	February 1/25	February 28/25	Monday, March 3, 2025	Monday, March 10, 2025
3	March 1/25	March 31/25	Tuesday, April 1, 2025	Thursday, April 3, 2025
4	April 1/25	April 30/25	Thursday, May 1, 2025	Thursday, May 8, 2025
5	May 1/25	May 31/25	Monday, June 2, 2025	Monday, June 9, 2025
6	June 1/25	June 30/25	Wednesday, July 2, 2025	Tuesday, July 8, 2025
7	July 1/25	July 31/25	Friday, August 1, 2025	Friday, August 8, 2025
! **8	August 1/25	August 31/25	Wednesday, August 13, 2025	Wednesday, August 28, 2024
9	September 1/25	September 30/25	Wednesday, October 1, 2025	Tuesday, October 7, 2025
10	October 1/25	October 31/25	Monday, November 3, 2025	Monday, November 10, 2025
11	November 1/25	November 30/25	Monday, December 1, 2025	Monday, December 8, 2025
12	December 1/25	December 31/25	Friday, January 2, 2026	Thursday, January 8, 2026

Notes:

March: Shortened Window - Attendance **must** be entered by end of day Thursday, April 3 for fiscal year end.

August: Early Entry Required - Attendance **must** be entered by end of day Wednesday, August 28 for Roll Over

September: New vacation year Begin Balances will roll from prior year's ending balances. Any ending balances above carryover cap will be reduced.