

Time Off Request Deadlines 2025	
DEADLINE AT LATEST	DATE RANGE
Sunday 1/5	1/19 - 1/25
Sunday 1/12	1/26 - 2/1
Sunday 1/19	2/2 - 2/8
Sunday 1/26	2/9 - 2/15
Sunday 2/2	2/16 - 2/22
Sunday 2/9	2/23 - 3/1
Sunday 2/16	3/2 - 3/8
Sunday 2/23	3/9 - 3/15
Sunday 3/2	3/16 - 3/22
Sunday 3/9	3/23 - 3/29
Sunday 3/16	3/30 - 4/5
Sunday 3/23	4/6 - 4/12
Sunday 3/30	4/13 - 4/19
Sunday 4/6	4/20 - 4/26
Sunday 4/13	4/27 - 5/3
Sunday 4/20	5/4 - 5/10
Sunday 4/27	5/11 - 5/17
Sunday 5/4	5/18 - 5/24
Sunday 5/11	5/25 - 5/31
Sunday 5/18	6/1 - 6/7
Sunday 5/25	6/8 - 6/14
Sunday 6/1	6/15 - 6/21
Sunday 6/8	6/22 - 6/28
Sunday 6/15	6/29 - 7/5
Sunday 6/22	7/6 - 7/12
Sunday 6/29	7/13 - 7/19
Sunday 7/6	7/20 - 7/26
Sunday 7/13	7/27 - 8/2
Sunday 7/20	8/3 - 8/9
Sunday 7/27	8/10 - 8/16
Sunday 8/3	8/17 - 8/23

Time Off Request Deadlines 2025	
DEADLINE AT LATEST	DATE RANGE
Sunday 8/10	8/24 - 8/30
Sunday 8/17	8/31 - 9/6
Sunday 8/24	9/7 - 9/13
Sunday 8/31	9/14 - 9/20
Sunday 9/7	9/21 - 9/27
Sunday 9/14	9/28 - 10/4
Sunday 9/21	10/5 - 10/11
Sunday 9/28	10/12 - 10/18
Sunday 10/5	10/19 - 10/25
Sunday 10/12	10/26 - 11/1
Sunday 10/19	11/2 - 11/8
Sunday 10/26	11/9 - 11/15
Sunday 11/2	11/16 - 11/22
Sunday 11/9	11/23 - 11/29
Sunday 11/16	11/30 - 12/6
Sunday 11/23	12/7 - 12/13
Sunday 11/30	12/14 - 12/20
Sunday 12/7	12/21 - 12/27
Sunday 12/14	12/28 - 1/3
Sunday 12/21	1/4 - 1/10
Sunday 12/28	1/11 - 1/17
Sunday 1/4	1/18 - 1/24
Sunday 1/11	1/25 - 1/31

Remember travel is booked on Monday AT LEAST 2 weeks prior to project. Please Submit Time off Request by the EOD on Deadline Sunday via email to your direct Supervisor. If you know sooner, no need to wait, you can email your dates and we will add them to the Time Off Calendar.



2025 Payroll Calendar		
MONDAY	SUNDAY	PAY DATE (FRIDAY)
12/16/2024	12/29/2024	01/03/2025
12/30/2024	01/12/2025	01/17/2025
01/13/2025	01/26/2025	01/31/2025
01/27/2025	02/09/2025	02/14/2024
02/10/2025	02/23/2025	02/28/2025
02/24/2025	03/09/2025	03/14/2025
03/10/2025	03/23/2025	03/28/2025
03/24/2025	04/06/2025	04/11/2025
04/07/2025	04/20/2025	04/25/2025
04/21/2025	05/04/2025	05/09/2025
05/05/2025	05/18/2025	05/23/2025
05/19/2025	06/01/2025	06/06/2025
06/02/2025	06/15/2025	06/20/2025
06/16/2025	06/29/2025	07/04/2025
06/30/2025	07/13/2025	07/18/2025
07/14/2025	07/27/2025	08/01/2025
07/28/2025	08/10/2025	08/15/2025
08/11/2025	08/24/2025	08/29/2025
08/25/2025	09/07/2025	09/12/2025
09/08/2025	09/21/2025	09/26/2025
09/22/2025	10/05/2025	10/10/2025
10/06/2025	10/19/2025	10/24/2025
10/20/2025	11/02/2025	11/07/2025
11/03/2025	11/16/2025	11/21/2025
11/17/2025	11/30/2025	12/05/2025
12/01/2025	12/14/2025	12/19/2025
12/15/2025	12/28/2025	01/02/2026



Remember Pay Date is FRIDAY specified, never EXPECT funds before that date even if you have direct deposit set up. If receiving PAPER check, please allow up to Wed FOLLOWING Pay Date for check inquiries. MUST SEND PAY STUB WITH ALL CHECK INQUIRIES!