



## Due Dates For Requests For Time-Off 2024-2025

For Time Off Due					
By	Year	Schedule Available On	Pay Period	Pay Date	Notable Days/Holidays
Dec 9	2024-5	13-Dec	Dec 22 - Jan 4	Jan 10	Christmas Weds, Dec 5
Dec 23		27-Dec	Jan 5 - Jan 18	Jan 24	
Jan 6	2025	10-Jan	Jan 19 - Feb 1	Feb 7	MLK Day Mon, Jan 20 Groundhog Day Sun, Feb 2
Jan 20		24-Jan	Feb 2 - Feb 15	Feb 21	
Feb 3	2025	7-Feb	Feb 16 - Mar 1	Mar 7	School Vaca
Feb 17		21-Feb	Mar 2 - Mar 15	Mar 21	
Mar 3	2025	7-Mar	Mar 16 - Mar 29	Apr 4	St. Patrick's Day Mon, Mar 17 College School Vaca
Mar 17		21-Mar	Mar 30 - Apr 12	Apr 18	
Mar 31	2025	4-Apr	Apr 13 - Apr 26	May 2	HBD Artisans Thurs, Apr 17 Easter Sun, Apr 20 Earth Day Tues, Apr 22
Apr 14		18-Apr	Apr 27 - May 10	May 16	
Apr 28	2025	2-May	May 11 - May 24	May 30	Mother's Day, Sun May 11
May 12		16-May	May 25 - Jun 7	June 13	
May 26	2025	30-May	Jun 8 - Jun 21	June 27	Father's Day, Sun, Jun 15; Juneteenth, Thurs June 19
Jun 9		13-Jun	Jun 22 - July 5	July 11	
Jun 23	2025	27-Jun	July 6 - July 19	July 25	
July 7		11-Jul	July 20 - Aug 2	Aug 8	
July 21	2025	25-Jul	Aug 3 - Aug 16	Aug 22	
Aug 4		8-Aug	Aug 17 - Aug 30	Sept 5	
Aug 18	2025	22-Aug	Aug 31 - Sept 13	Sept 19	Labor Day, Mon Sept 1
Sept 1		5-Sep	Sept 14 - Sept 27	Oct 3	
Sept 15	2025	19-Sep	Sept 28 - Oct 11	Oct 17	Yom Kippur Thurs, Oct 2 Columbus Day Mon, Oct 13
Sept 29		3-Oct	Oct 12 - Oct 25	Oct 31	
Oct 13	2025	17-Oct	Oct 26 - Nov 8	Nov 14	Daylight Savings Ends Nov 2 Veterans Day Nov 11
Oct 27		31-Oct	Nov 9 - Nov 22	Nov 28	
Nov 10	2025	14-Nov	Nov 23 - Dec 6	Dec 12	Thanksgiving Thurs, Nov 27
Nov 24		28-Nov	Dec 7 - Dec 20	Dec 26	
Dec 8	2025-26	12-Dec	Dec 21 - Jan 3	Jan 9	Christmas Thurs, Dec 25