

LEAVE ACCRUAL SCHEDULE 2025

ACCRUAL	BEGIN DATE	END DATE	LEAVE ACCRUAL, FINAL PAY CALC, LAST DAY FOR REPORTED TIME SUBMIT & APPROVAL (6:30 PM), & LAST DAY FOR PAYABLE TIME APPROVAL (7 PM) *	PAY DAY
26	12/08/24	12/21/24	12/27/24	01/03/25
1	12/22/24	01/04/25	01/10/25	01/17/25
2	01/05/25	01/18/25	01/24/25	01/31/25
3	01/19/25	02/01/25	02/07/25	02/14/25
4	02/02/25	02/15/25	02/21/25	02/28/25
5	02/16/25	03/01/25	03/07/25	03/14/25
6	03/02/25	03/15/25	03/21/25	03/28/25
7	03/16/25	03/29/25	04/04/25	04/11/25
8	03/30/25	04/12/25	04/18/25	04/25/25
9	04/13/25	04/26/25	05/02/25	05/09/25
10	04/27/25	05/10/25	05/16/25	05/23/25
11	05/11/25	05/24/25	05/30/25	06/06/25
12	05/25/25	06/07/25	06/13/25	06/20/25
13	06/08/25	06/21/25	06/27/25	07/03/25
14	06/22/25	07/05/25	07/11/25	07/18/25
15	07/06/25	07/19/25	07/25/25	08/01/25
16	07/20/25	08/02/25	08/08/25	08/15/25
17	08/03/25	08/16/25	08/22/25	08/29/25
18	08/17/25	08/30/25	09/05/25	09/12/25
19	08/31/25	09/13/25	09/19/25	09/26/25
20	09/14/25	09/27/25	10/03/25	10/10/25
21	09/28/25	10/11/25	10/17/25	10/24/25
22	10/12/25	10/25/25	10/31/25	11/07/25
23	10/26/25	11/08/25	11/14/25	11/21/25
24	11/09/25	11/22/25	11/26/25	12/05/25
25	11/23/25	12/06/25	12/12/25	12/19/25
26	12/07/25	12/20/25	12/26/25	01/02/26

SHARP Fiscal Year End: 06/07/2025
Bolded Date: Occurs Earlier than usual

Department of Administration
Office of Personnel Services
Dates are subject to change

*Reported Time must be Submitted
(and Approved, if Self Service) by 6:30PM.
Payable Time must be approved by 7PM.