

1. Employee Name

2. Supervisor Name

3. Department

Division

Unit

4. Records of Absences: Sick Leave – Red Vacation – Blue Off Payroll – Green Holiday – Brown Personal Holiday - Purple

STATE PAY PERIOD CALENDAR FOR 2025

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
January22 Days 176 HRS							February21 Days 168 HRS							March21 Days 168 HRS						
			1	2	3	4							31	1						1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30			23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April22 Days 176 HRS							May22 Days 176 HRS							June21 Days 168 HRS						
			1	2	3	4					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
July22 Days 176 HRS							August22 Days 176 HRS							September22 Days 176 HRS						
			1	2	3	4					31	1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30				24	25	26	27	28	29	30	28	29	30				
							31													
October22 Days 176 HRS							November22 Days 176 HRS							December22 Days 176 HRS						
			1	2	3	4						31	1			2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30			23	24	25	26	27	28	29	28	29	30	31			
							30	1												

Analysis of absence record fromto

5. Personal Holiday

Number of Hours:

6. Vacation

Number of Days:

Number of Hours:

Number of Different Times:

7. Sick Leave:

This Employee:

Number of Days:

Number of Hours:

Number of Different Times:

Current Balance:

Number of Days:

Number of Hours:

Average Employee:

Number of Days:

Number of Hours:

Number of Different Times:

8. Absence Without Pay

Number of Days:

Number of Hours:

Number of Different Times:

9. Total Absences

Number of Days:

Number of Hours:

Number of Different Times:

10. Working Days in the Period

Number:

Percentage:

11. Working Hours in the Period

Number:

Percentage:

1. Employee Name

2. Supervisor Name

3. Department

Division

Unit

4. Records of Absences: Sick Leave – Red Vacation – Blue Off Payroll – Green Holiday – Brown Personal Holiday - Purple

STATE PAY PERIOD CALENDAR FOR 2026

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
January22 Days 176 HRS							February21 Days 168 HRS31							March21 Days 168 HRS						
				1	2	3	1	2	3	4	5	6	7			3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31	1	2						29	30	31				
April22 Days 176 HRS							May21 Days 168 HRS							June22 Days 176 HRS						
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													
July22 Days 176 HRS							August22 Days 176 HRS							September22 Days 176 HRS						
			1	2	3	4						31	1		1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30			23	24	25	26	27	28	29	27	28	29	30			
							30	31												
October22 Days 176 HRS							November21 Days 168 HRS							December22 Days 176 HRS						
			1	2	3		1	2	3	4	5	6	7		1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30			

Analysis of absence record fromto

5. Personal Holiday

Number of Hours:

6. Vacation

Number of Days:

Number of Hours:

Number of Different Times:

7. Sick Leave:

This Employee:

Number of Days:

Number of Hours:

Number of Different Times:

Current Balance:

Number of Days:

Number of Hours:

Average Employee:

Number of Days:

Number of Hours:

Number of Different Times:

8. Absence Without Pay

Number of Days:

Number of Hours:

Number of Different Times:

9. Total Absences

Number of Days:

Number of Hours:

Number of Different Times:

10. Working Days in the Period

Number:

Percentage:

11. Working Hours in the Period

Number:

Percentage: