|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Calendar Year | Pay # | Pay Period  Start Date | | Pay Period  End Date | Timesheet Deadline | Pay Day |
| 24/25 | 01 | | 12/16/24 | 12/31/24 | **12/31/24** | **1/08/25 W** |
| 2025 | 02 | | 01/01/25 | 01/15/25 | **01/15/25** | **01/24/25 F** |
| 2025 | 03 | | 01/16/25 | 01/31/25 | **01/31/25** | **02/07/25 F** |
| 2025 | 04 | | 02/01/25 | 02/15/25 | **02/15/25** | **02/24/25 M** |
| 2025 | 05 | | 02/16/25 | 02/28/25 | **02/28/25** | **03/07/25 F** |
| 2025 | 06 | | 03/01/25 | 03/15/25 | **03/15/25** | **03/24/25 M** |
| 2025 | 07 | | 03/16/25 | 03/31/25 | **03/31/25** | **04/08/25 T** |
| 2025 | 08 | | 04/01/25 | 04/15/25 | **04/15/25** | **04/24/25 Th** |
| 2025 | 09 | | 04/16/25 | 04/30/25 | **04/30/25** | **05/08/25 Th** |
| 2025 | 10 | | 05/01/25 | 05/15/25 | **05/15/25** | **05/23/25 F** |
| 2025 | 11 | | 05/16/25 | 05/31/25 | **05/31/25** | **06/09/25 M** |
| 2025 | 12 | | 06/01/25 | 06/15/25 | **06/15/25** | **06/24/25 T** |
| 2025 | 13 | | 06/16/25 | 06/30/25 | **06/30/25** | **07/08/25 T** |
| 2025 | 14 | | 07/01/25 | 07/15/25 | **07/15/25** | **07/24/25 Th** |
| 2025 | 15 | | 07/16/25 | 07/31/25 | **07/31/25** | **08/08/25 F** |
| 2025 | 16 | | 08/01/25 | 08/15/25 | **08/15/25** | **08/25/25 M** |
| 2025 | 17 | | 08/16/25 | 08/31/25 | **08/31/25** | **09/08/25 M** |
| 2025 | 18 | | 09/01/25 | 09/15/25 | **09/15/25** | **09/24/25 W** |
| 2025 | 19 | | 09/16/25 | 09/30/25 | **09/30/25** | **10/08/25 W** |
| 2025 | 20 | | 10/01/25 | 10/15/25 | **10/15/25** | **10/24/25 F** |
| 2025 | 21 | | 10/16/25 | 10/31/25 | **10/31/25** | **11/07/25 F** |
| 2025 | 22 | | 11/01/25 | 11/15/25 | **11/15/25** | **11/24/25 M** |
| 2025 | 23 | | 11/16/25 | 11/30/25 | **11/30/25** | **12/08/25 M** |
| 2025 | 24 | | 12/01/25 | 12/15/25 | **12/15/25** | **12/23/25 T** |
| 25/26 | 1 | | 12/16/25 | 12/31/25 | **12/31/25** | **01/08/26 Th** |

**Mileage Claim Reimbursement Schedule**

|  |  |  |
| --- | --- | --- |
| Service Month | Mileage Claim  Form Due Date | Check Issue Date |
| Dec | 12/31/24 | 01/08/25 |
| Jan | 01/31/25 | 02/07/25 |
| Feb | 02/29/25 | 03/07/25 |
| Mar | 03/31/25 | 04/08/25 |
| April | 04/30/25 | 05/08/25 |
| May | 05/31/25 | 06/09/25 |
| June | 06/30/25 | 07/08/25 |
| July | 07/31/25 | 08/08/25 |
| Aug | 08/31/25 | 09/08/25 |
| Sept | 09/30/25 | 10/08/25 |
| Oct | 10/31/25 | 11/07/25 |
| Nov | 11/30/25 | 12/08/25 |
| Dec | 12/31/25 | 01/08/26 |

**Holidays 2025 – Office Closed**

01/01/25 W **New Year’s Day** 7/04/25 F **Independence Day**

01/20/25 M **MLK Day**  9/01/25 M **Labor Day**

02/17/25 M **Presidents’ Day**  11/11/25 T **Veterans Day**

03/31/25 M **Cesar Chavez Day** 11/27/25 Th **Thanksgiving Day** & Friday 11/28/25

04/18/25 F **Good Friday**  12/24/25 W **Christmas Eve** &12/25/25 **Christmas Day** Th

05/26/25 M **Memorial Day (2026:** Th 1/01/26 New Year’s Day )

6/19/25Th  **Juneteenth**