

### PWPEXMP Exempt Time Calendar - 2025

Lv Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr &Lv Taken Thru
N12	MN01	Sun, Dec 1, 2024	Tue, Dec 31, 2024	Fri, Jan 3, 2025	Mon, Jan 6, 2025	January 25	January	December 31, 2024
N01	MN02	Wed, Jan 1, 2025	Fri, Jan 31, 2025	Mon, Feb 3, 2025	Tue, Feb 4, 2025	February 25	February	January 31, 2025
N02	MN03	Sat, Feb 1, 2025	Fri, Feb 28, 2025	Mon, Mar 3, 2025	Tue, Mar 4, 2025	March 25	March	February 28, 2025
N03	MN04	Sat, Mar 1, 2025	Mon, Mar 31, 2025	Tue, Apr 1, 2025	Wed, Apr 2, 2025	April 25	April	March 31, 2025
N04	MN05	Tue, Apr 1, 2025	Wed, Apr 30, 2025	Thu, May 1, 2025	Fri, May 2, 2025	May 25	May	April 30, 2025
N05	MN06	Thu, May 1, 2025	Sat, May 31, 2025	Mon, Jun 2, 2025	Tue, Jun 3, 2025	June 25	June	May 31, 2025
N06	MN07	Sun, Jun 1, 2025	Mon, Jun 30, 2025	Tue, Jul 1, 2025	Wed, Jul 2, 2025	July 25	July	June 30, 2025
N07	MN08	Tue, Jul 1, 2025	Thu, Jul 31, 2025	Fri, Aug 1, 2025	Mon, Aug 4, 2025	August 25	August	July 31, 2025
N08	MN09	Fri, Aug 1, 2025	Sun, Aug 31, 2025	Mon, Sep 1, 2025	Tue, Sep 2, 2025	September 25	September	August 31, 2025
N09	MN10	Mon, Sep 1, 2025	Tue, Sep 30, 2025	Wed, Oct 1, 2025	Thu, Oct 2, 2025	October 25	October	September 30, 2025
N10	MN11	Wed, Oct 1, 2025	Fri, Oct 31, 2025	Mon, Nov 3, 2025	Tue, Nov 4, 2025	November 25	November	October 31, 2025
N11	MN12	Sat, Nov 1, 2025	Sun, Nov 30, 2025	Mon, Dec 1, 2025	Tue, Dec 2, 2025	December 25	December	November 30, 2025
N12	MN01	Mon, Dec 1, 2025	Wed, Dec 31, 2025	Mon, Jan 5, 2026	Tue, Jan 6, 2026	January 25	January	December 31, 2025

Term	Definition
Payroll	Monthly payroll where leave will process
From/To	Actual Calendar Dates in Period
Submit Deadline	Date that system cuts off for employee time entry for period
Approve Deadline	Date that system cuts off for approvers for period
View Bal on WEB	Date that new leave balances will be available on the WEB
Accrual Thru	The month's vacation and sick leave accrual that is included in new balance