

PWPSMRT SmartTime (Non-Exempt) Calendars - 2025

Leave Period	Payroll	Calendar Days Covered From	Calendar Days Covered To	Employee Submit Deadline	Approver Submit Deadline	View Bal on WEB	Vac and Sick Accrual thru	Payroll - Comp Accr & Lv Taken Thru
SB 01	MN01	12/16/2024	12/29/2024	1/6/2025	1/7/2025	January 25	January	January 12
SB 02		12/30/2024	1/12/2025	1/13/2025	1/14/2025			
SB 03	MN02	1/13/2025	1/26/2025	1/27/2025	1/28/2025	February 25	February	February 9
SB 04		1/27/2025	2/9/2025	2/10/2025	2/11/2025			
SB 05	MN03	2/10/2025	2/23/2025	2/24/2025	2/25/2025	March 25	March	March 9
SB 06		2/24/2025	3/9/2025	3/10/2025	3/11/2025			
SB 07	MN04	3/10/2025	3/23/2025	3/24/2025	3/25/2025	April 25	April	April 6
SB 08		3/24/2025	4/6/2025	4/7/2025	4/8/2025			
SB 09	MN05	4/7/2025	4/20/2025	4/21/2025	4/22/2025	May 25	May	May 4
SB 10		4/21/2025	5/4/2025	5/5/2025	5/6/2025			
SB 11	MN06	5/5/2025	5/18/2025	5/19/2025	5/20/2025	June 25	June	June 1
SB 12		5/19/2025	6/1/2025	6/2/2025	6/3/2025			
SB 13	MN07	6/2/2025	6/15/2025	6/16/2025	6/17/2025	July 25	July	July 13
SB 14		6/16/2025	6/29/2025	6/30/2025	7/1/2025			
SB 15		6/30/2025	7/13/2025	7/14/2025	7/15/2025			
SB 16	MN08	7/14/2025	7/27/2025	7/28/2025	7/29/2025	August 25	August	August 10
SB 17		7/28/2025	8/10/2025	8/11/2025	8/12/2025			
SB 18	MN09	8/11/2025	8/24/2025	8/25/2025	8/26/2025	September 25	September	September 7
SB 19		8/25/2025	9/7/2025	9/8/2025	9/9/2025			
SB 20	MN10	9/8/2025	9/21/2025	9/22/2025	9/23/2025	October 25	October	October 5
SB 21		9/22/2025	10/5/2025	10/6/2025	10/7/2025			
SB 22	MN11	10/6/2025	10/19/2025	10/20/2025	10/21/2025	November 25	November	November 2
SB 23		10/20/2025	11/2/2025	11/3/2025	11/4/2025			
SB 24	MN12	11/3/2025	11/16/2025	11/17/2025	11/18/2025	December 23	December	November 30
SB 25		11/17/2025	11/30/2025	12/1/2025	12/2/2025			
SB 26	MN01	12/1/2025	12/14/2025	12/15/2025	12/16/2025	January 25	January	December 28
SB 01		12/15/2025	12/28/2025	1/5/2026	1/6/2026			