

Subject: PMS Monthly Leave Processing Schedule for Calendar Year 2025

Date: November 13, 2024

UB #: 095-24

To: All Agencies (Except DOE and NYCHA)

Below is the PMS monthly leave processing schedule for calendar year 2025.

Leave Accrual Month	Process Date	Appears on Check Stub
January 2025	02/08/25*	02/28/25
February 2025	03/08/25*	03/28/25
March 2025	04/12/25	04/25/25
April 2025	05/10/25	05/23/25
May 2025	06/07/25	06/20/25
June 2025	07/12/25*	08/01/25
July 2025	08/09/25*	08/29/25
August 2025	09/13/25	09/26/25
September 2025	10/11/25	10/24/25
October 2025	11/08/25	11/21/25
November 2025	12/13/25	01/02/26
December 2025	01/10/26*	01/30/26

Note that monthly leave processing occurs on a bi-weekly pay calculation weekend five times next year (*).

Since pay statements are calculated before monthly leave runs, the monthly accruals will appear on the pay statements produced for the next pay calc. Check the monthly production schedule to verify the dates that processing will take place each month.

Monthly leave processing occurs after the first complete week of the month. (Example: January 2025 accruals will be processed on 02/08/25 and will be reflected on the 02/28/25 paycheck.)