

FY25 PTO Accrual Dates

Sept. 1, 2024 – Aug. 31, 2025

PTO accrual dates are determined by your employee status (i.e., exempt or non-exempt) and your pay schedule (i.e., paid monthly or paid bi-weekly). Please see the below tables to determine when your PTO accruals will be deposited into your myTime account.

The below employees will receive PTO accruals every two weeks (at the end of each bi-weekly pay period):

- Non-exempt (hourly) employees paid monthly
- Non-exempt (hourly) employees paid bi-weekly
- Exempt (salaried) employees paid bi-weekly

The below employees will receive PTO accruals every month (at the end of each monthly pay period):

- Exempt (salaried) employees paid monthly

Note: first PTO accrual for FY25 granted on Sept. 1, 2024

Pay Period	Pay Period End Date	PTO Accrual Date
1	09/07/24	09/08/24
2	09/21/24	09/22/24
3	10/05/24	10/06/24
4	10/19/24	10/20/24
5	11/02/24	11/03/24
6	11/16/24	11/17/24
7	11/30/24	12/01/24
8	12/14/24	12/15/24
9	12/28/24	12/29/24
10	01/11/25	01/12/25
11	01/25/25	01/26/25
12	02/08/25	02/09/25
13	02/22/25	02/23/25
14	03/08/25	03/09/25
15	03/22/25	03/23/25
16	04/05/25	04/06/25
17	04/19/25	04/20/25
18	05/03/25	05/04/25
19	05/17/25	05/18/25
20	05/31/25	06/01/25
21	06/14/25	06/15/25
22	06/28/25	06/29/25
23	07/12/25	07/13/25
24	07/26/25	07/27/25
25	08/09/25	08/10/25
26	08/23/25	08/24/25

Pay Period	Pay Period End Date	PTO Accrual Date
1	09/30/24	10/01/24
2	10/31/24	11/01/24
3	11/30/24	12/01/24
4	12/31/24	01/01/25
5	01/31/25	02/01/25
6	02/28/25	03/01/25
7	03/31/25	04/01/25
8	04/30/25	05/01/25
9	05/31/25	06/01/25
10	06/30/25	07/01/25
11	07/31/25	08/01/25
12	08/31/25	09/01/25

