

<b>SCHEDULE OF 2025 PAY PERIODS, HOLIDAYS, AND PAYDAYS</b>						
<b>Pay Period</b>	<b>Inclusive Dates</b>	<b>Work Days</b>	<b>Hours Paid<sup>1</sup></b>	<b>Holidays</b>		<b>2025 Paydays<sup>2</sup></b>
				<b>Holiday Observed</b>	<b>Campus Open<sup>3</sup></b>	
January	Jan 01 – Jan 30	22	176	Jan 1 & 20		Feb 03
February	Jan 31 – Feb 28	21	168		Feb 12 & 19	Mar 03
March	Mar 01 – Mar 31	21	168	Mar 31		Apr 01
April	Apr 01 – Apr 30	22	176			May 01
May	May 01 – May 31	22	176	May 26		Jun 02
June	June 01 – Jun 30	21	168	June 19		Jul 01
July	Jul 01 – Jul 30	22	176	Jul 4		Aug 01
August	Jul 31 – Aug 31	22	176			Sep 02
September	Sep 01 – Sep 30	22	176	Sep 1	Sep 9	Oct 01
October	Oct 01 – Oct 30	22	176		Oct 14	Nov 03
November	Oct 31 – Dec 01	22	176	Nov 11, 27, 28		Dec 01
December	Dec 02 – Dec 31	22	176	Dec 25, 26, 29, 30		Jan 02

<b>HOLIDAY</b>	<b>CAMPUS OPEN</b>	<b>HOLIDAY OBSERVED</b>
Lincoln’s Birthday	February 12, 2025	November 28, 2025
Washington’s Birthday	February 19, 2025	December 26, 2025
Admission Day	September 9, 2025	December 29, 2025
Indigenous Peoples Day	October 14, 2025	December 30, 2025

Please note that all absences must be entered into and approved within Absence Management by the first working day following the end of a pay period.

<sup>1</sup> Non-faculty employees are paid based on a 40-hour workweek, Monday through Friday, with 21 or 22 workdays totaling 168 or 176 hours per month, as determined by the State of California. Employees working schedules other than Monday through Friday have their excess or deficit hours reported in Absence Management in accordance with HR Technical Letter 2003-28.

<sup>2</sup> Monthly payday distribution occurs in the Welcome Center, [ADM building](#), first floor, room 177, from 9:00 AM to 11:00 AM and from 2:00 PM to 4:00 PM. Outside of payday, checks are available for pickup Monday through Friday from 9:00 AM to 11:00 AM

<sup>3</sup> Holiday observance will shift from the official date listed under 'Campus Open' to the date shown under 'Holiday Observed.'