2025 VACATION or PTO CALENDAR

To be used to track full-week vacation requests.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Month** | **January** | | | | **February** | | | | **March** | | | | | **April** | | | | **May** | | | | **June** | | | | | **July** | | | | **August** | | | | | **September** | | | | **October** | | | | **November** | | | | | **December** | | | |
|  | **Week Starting** | 5 | 12 | 19 | 26 | 2 | 9 | 16 | 23 | 2 | 9 | 16 | 23 | 30 | 6 | 13 | 20 | 27 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 5 | 12 | 19 | 26 | 2 | 9 | 16 | 23 | 30 | 7 | 14 | 21 | 28 |
| Employee Names |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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2025 Individual Time Off Calendar for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee’s name)

Suggested key: V=Vacation, H=Holiday, F=FMLA, B=Bereavement, P=Personal Leave, S=Sick, O=Other

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **January** | | | | | | |  | **February** | | | | | | |  | **March** | | | | | | |  | **April** | | | | | | |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  |  |  | 1 | 2 | 3 | 4 |  |  |  |  |  |  |  | 1 |  |  |  |  |  |  |  | 1 |  |  |  | 1 | 2 | 3 | 4 | 5 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |  | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |  | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |  | 23 | 24 | 25 | 26 | 27 | 28 |  |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |  | 27 | 28 | 29 | 30 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 | 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **May** | | | | | | |  | **June** | | | | | | |  | **July** | | | | | | |  | **August** | | | | | | |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  |  |  |  | 1 | 2 | 3 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  |  |  | 1 | 2 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 |  | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 |  | 13 | 14 | 15 | 16 | 17 | 18 | 19 |  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  | 20 | 21 | 22 | 23 | 24 | 25 | 26 |  | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | 29 | 30 |  |  |  |  |  |  | 27 | 28 | 29 | 30 | 31 |  |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 31 |  |  |  |  |  |  |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **September** | | | | | | |  | **October** | | | | | | |  | **November** | | | | | | |  | **December** | | | | | | |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 | 4 |  |  |  |  |  |  |  | 1 |  |  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 |  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 |  | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |  | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |  |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |  | 28 | 29 | 30 | 31 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |