



# BROOKLYN COLLEGE

## Office of Human Resource Services

### Full-Time Employee Monthly Timesheet Submission Schedule 2025

Timesheet Period		Period Holidays/Closures	Timekeeper Entry Deadline
1	JANUARY 2025	NEW YEAR'S DAY JANUARY 1 <sup>ST</sup> MARTIN LUTHER KING JR. DAY JANUARY 20 <sup>TH</sup>	FRIDAY, FEBRUARY 7 <sup>TH</sup>
2	FEBRUARY 2025	LINCOLN'S BIRTHDAY FEBRUARY 12 <sup>TH</sup> PRESIDENTS' DAY FEBRUARY 17 <sup>TH</sup>	FRIDAY, MARCH 7 <sup>TH</sup>
3	MARCH 2025		FRIDAY APRIL 4 <sup>TH</sup>
4	APRIL 2025		FRIDAY MAY 9 <sup>TH</sup>
5	MAY 2025	MEMORIAL DAY MAY 26 <sup>TH</sup>	FRIDAY JUNE 6 <sup>TH</sup>
6	JUNE 2025	JUNETEENTH JUNE 19 <sup>TH</sup>	FRIDAY JULY 11 <sup>TH</sup>
7	JULY 2025	INDEPENDENCE DAY JULY 4 <sup>TH</sup>	FRIDAY AUGUST 8 <sup>TH</sup>
8	AUGUST 2025		FRIDAY SEPTEMBER 5 <sup>TH</sup>
9	SEPTEMBER 2025	LABOR DAY SEPTEMBER 1 <sup>ST</sup>	FRIDAY OCTOBER 10 <sup>TH</sup>
10	OCTOBER 2025	INDIGENOUS PEOPLES' DAY OCTOBER 13 <sup>TH</sup>	FRIDAY NOVEMBER 7 <sup>TH</sup>
11	NOVEMBER 2025	THANKSGIVING DAY NOVEMBER 27 <sup>TH</sup> & 28 <sup>TH</sup>	FRIDAY DECEMBER 5 <sup>TH</sup>
12	DECEMBER 2025	CHRISTMAS DAY DECEMBER 24 <sup>TH</sup> & 25 <sup>TH</sup>	FRIDAY JANUARY 9 <sup>TH</sup> 2026