



PMS Monthly Leave Processing Schedules for 2024

Leave Accrual Month	Process Date	Appears on Check Stub
January	02/10/24*	3/1/2024
February	03/09/24*	3/29/2024
March	4/13/2024	4/26/2024
April	5/11/2024	5/24/2024
May	6/8/2024	6/21/2024
June	07/13/24*	8/2/2024
July	08/10/24*	8/30/2024
August	09/07/24*	9/27/2024
September	10/12/2024	10/25/2024
October	11/9/2024	11/22/2024
November	12/7/2024	12/20/2024
December	01/11/25*	1/31/2025

Monthly leave processing occurs on a bi-weekly pay calculation weekend six times next year (*).

Monthly leave processing occurs after the first complete week of the month.

(Example: January 2024 accruals will be processed on 02/10/24 and will be reflected on the 03/01/24 paycheck.)

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.