

2025 Exempt Leave Pay Schedule

Check Date	Benefit Weeks Included	Approval Determination Date
1/15/2025	12/22/24 – 1/11/25	1/9/2025
1/31/2025	1/12/25 – 1/25/25	1/27/2025
2/14/2025	1/26/25 – 2/8/25	2/10/2025
2/28/2025	2/9/25 – 2/22/25	2/24/2025
3/14/2025	2/23/25 – 3/8/25	3/10/2025
3/31/2025	3/9/25 – 3/22/25	3/25/2025
4/15/2025	3/23/25 – 4/5/25	4/9/2025
4/30/2025	4/6/25 – 4/26/25	4/24/2025
5/15/2025	4/27/25 – 5/10/25	5/9/2025
5/30/2025	5/11/25 – 5/24/25	5/23/2025
6/13/2025	5/25/25 – 6/7/25	6/9/2025
6/30/2025	6/8/25 – 6/21/25	6/24/2025
7/15/2025	6/22/25 – 7/5/25	7/9/2025
7/31/2025	7/6/25 – 7/26/25	7/25/2025
8/15/2025	7/27/25 – 8/9/25	8/11/2025
8/29/2025	8/10/25 – 8/23/25	8/25/2025
9/15/2025	8/24/25 – 9/6/25	9/9/2025
9/30/2025	9/7/25 – 9/20/25	9/24/2025
10/15/2025	9/21/25 – 10/11/25	10/9/2025
10/31/2025	10/12/25 – 10/25/25	10/27/2025
11/14/2025	10/26/25 – 11/8/25	11/10/2025
11/28/2025	11/9/25 – 11/22/25	11/20/2025
12/15/2025	11/23/25 – 12/6/25	12/9/2025
12/31/2025	12/7/25 – 12/20/25	12/24/2025

- Paid Leave (including Short-term Disability (STD), State Paid Leave and Paid Parental Leave) benefits are calculated and paid based on a weekly basis. Also, PTO used during the first week STD elimination period is paid based on an hourly rate.
- Approval Determination Date: Claim approvals completed by this date will pay benefits with the corresponding check date.

Pay Example:

- Annual Salary = \$104,000, Weekly Salary = \$2,000
- STD Approved from 10/1/25 – 11/13/25, employee returns to work on 11/14/25
- Employee takes 40 hours of PTO for the STD elimination period of 10/1/25 – 10/7/25
- STD benefits paid at 100% (\$2,000/week) from 10/8/25 – 11/13/25

Check Date	Amount of Pay	Pay Details
10/15/2025	\$3,200.00	<ul style="list-style-type: none">• \$2,00.00: 40 hours of PTO 10/1 – 10/7• \$1,200.00: STD 10/8 – 10/11
10/31/2025	\$4,000.00	<ul style="list-style-type: none">• \$4,000.00: STD 10/12 – 10/25
11/14/2025	\$4,000.00	<ul style="list-style-type: none">• \$4,000: STD 10/26 – 11/8
11/28/2025	\$6,366.66	<ul style="list-style-type: none">• \$1,600.00: STD 11/9 – 11/13• \$433.33: Regular Pay 11/14 – 11/15• \$4,333.33: Regular Pay 11/16 – 11/30
Total Pay 10/1 – 11/30	\$17,566.66	

Frequently Asked Questions:**Q: Why is my first paycheck less?**

A: Your Paid Leave benefits are on a different pay calendar than your regular pay. Regular pay is paid semi-monthly and paid current however Paid Leave benefits are calculated on a weekly basis and paid in arrears. Although the pay dates will remain the same for you, you can expect that the amount paid in each paycheck will be different while on disability due to this change in schedule. It can vary depending on time of approval and its common to receive either 2 or 3 weeks of pay per paycheck while on disability. Typically, the first check is lower due to changing to arrears pay and the final check is more due to the transition back to current pay.

Q: How is my pay impacted by the date my claim is approved

A: If Paid Leave benefits are approved after you have already received regular salary for the same dates, you will see adjustments on your next paycheck. These adjustments will be to take back regular salary for dates that are now approved for Paid Leave and replace with the Paid Leave benefits for the same period.

Q: How do I enter PTO time for the STD elimination period of my claim?

A: You and or manager can enter PTO into Workday. When entering PTO, select the reason of PTO While on Leave.