

## 2024-2025 Winter Break Timesheet Entry Schedule

(Monday, December 23 : Miki Hart , 25 -38 , hart@bowdoin.edu

**HOLIDAYS/SDO BLUE**

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Human Resource Contact: Mary Cote, 725-3033, [mcote@bowdoin.edu](mailto:mcote@bowdoin.edu)

Pay Period – December 16, 2024 – December 29, 2024, Payment Date – Friday, January 3, 2025

**EARLY TIMESHEET DEADLINE (Thursday, December 19 - submit by 10:00am, approve by noon)**

The system will remain unlocked to accommodate unexpected schedule changes (e.g., Security, Facilities) up until

December 16-20, 2024 – Regular weekday hours  
December 21-22, 2024 – Regular weekend hours  
December 23, 2024 – Special Day Off  
December 24-25, 2024 – Christmas Eve/Day Holiday  
December 26-27, 2024 - Special Day Off  
December 28-29, 2024 – Regular weekend hours

Pay Period – December 30, 2024 – January 12, 2025, Payment Date – Friday, January 17, 2025

Please reference the Holiday/SDO flowchart and policy above for time entry guidance.

December 30-31, 2024 - Special Day Off  
January 1, 2025 – New Year's Day Holiday  
January 2-3, 2025 - Special Day Off  
January 4-5, 2025 – Regular weekend hours  
January 6-10, 2025 – Regular weekday hours  
January 11-12, 2025 – Regular weekend hours