

**2025 Schedule for Post-Separation Vacation Pay Deferrals  
to the State of Hawaii Deferred Compensation Plan**

<b>A. Pay Period in which employee's effective date of separation from service occurs+</b>	<b>B. Deadline for Department HR or Payroll Office to provide employee audited final vacation payout amount OR if unable to audit leave records and/or process vacation payout by target date</b>	<b>C. Deadline for employee to submit and finalize paperwork with Empower for vacation pay deferral set-up</b>	<b>D. Deadline for employee to rescind request for deferral with Empower</b>	<b>E. Target pay date of vacation payout by State and deferral by Empower</b>
Jan 1-15	Feb 14	Feb 24	Feb 27	Mar 20
Jan 16-31	Mar 3	Mar 10	Mar 13	Apr 4
Feb 1-15	Mar 14	Mar 21	Mar 27	Apr 17
Feb 16-28	Apr 1	Apr 8	Apr 11	May 5
Mar 1-15	Apr 16	Apr 24	Apr 29	May 20
Mar 15-31	May 2	May 9	May 14	Jun 5
Apr 1-15	May 16	May 23	May 29	Jun 20
Apr 16-30	May 30	Jun 6	Jun 12	Jul 3
May 1-15	Jun 16	Jun 23	Jun 26	Jul 18
May 16-31	Jul 2	Jul 10	Jul 15	Aug 5
Jun 1-15	Jul 17	Jul 24	Jul 29	Aug 20
Jun 16-30	Aug 1	Aug 8	Aug 13	Sept 5
Jul 1-15	Aug 18	Aug 25	Aug 28	Sept 19
Jul 16-31	Sept 2	Sept 9	Sept 12	Oct 3
Aug 1-15	Sept 17	Sept 24	Sept 29	Oct 20
Aug 16-31	Oct 3	Oct 10	Oct 15	Nov 5
Sept 1-15	Oct 17	Oct 24	Oct 29	Nov 20
Sept 16-30	Oct 31	Nov 7	Nov 13	Dec 5
Oct 1-15	Oct 31	Nov 7	Nov 13	Dec 5
Oct 16-31	Nov 17	Nov 24	Nov 28	Dec 19
Nov 1-15	Dec 1	Dec 8	Dec 11	Jan 5, 2026
Nov 16-30	Dec 15	Dec 22	Dec 26	Jan 20, 2026
Dec 1-15	Dec 31	Jan 7, 2026	Jan 12, 2026	Feb 5, 2026
Dec 16-31	Jan 16, 2025	Jan 26, 2026	Jan 29, 2026	Feb 20, 2026

*IRS regulation requires deferrals to take place within 2-1/2 months (approximately 75 calendar days) from the effective date of separation from service or by the end of the calendar year in which your separation from service takes place, whichever is later. NOTE: If the effective date of separation falls during the shaded timeframe, the payout may be carried over into the following year to take advantage of the following year's deferral limits, if within 2-1/2 months. Please work with your Department Human Resources Office and Empower to coordinate the appropriate target pay date.*

**+ Note: Request for Post-Separation Vacation Pay Deferral Forms must be submitted to Department Human Resources Office and Empower no later than fourteen (14) days prior to your last date of employment (unless waived by your Department Human Resources and Payroll Office).**

**\* Department Human Resources and Payroll Offices: When submitting the vacation payout to DAGS-Central Payroll, please follow the deadlines for each corresponding target pay date in the Payroll Schedule issued by the Comptroller.**