



# DECEMBER 2025

## SAMPLE YEAR-END HR PRIORITIES PLANNER

SUN	MON	TUE	WED	THU	FRI	SAT
	1 →	2	3	4	5 →	6
	CLOSE OUT PERFORMANCE REVIEWS					
7	8 →	9	10	11	12 →	13
	PROCESS COMPENSATION AWARDS					
14	15	16	17	18	19	20
	CONDUCT A PAYROLL AUDIT →			EMPLOYEE THANK YOUS		
21	22	23	24	25	26	27
	EMPLOYEE THANK YOUS		HOLIDAY CLOSURES →			
28	29	30	31			
	HOLIDAY CLOSURES →		Happy New Year			

### The PURPOSE

This sample calendar will help plan for the HR priorities you can't ignore. Build your calendar for your specific timeline, using the strategies outlined below.

### The STRATEGY

- Consider your order of operations. When do your HR processes start and finish?
- Identify any dependencies. Which processes must happen before or after another?
- Consider any company-specific circumstances, like holiday time off or planned employee PTO.
- Determine how you will thank employees. An e-mail, hand-written note, or an early release? Plan this into your calendar to ensure you get this done before any holiday closures.

Feeling overwhelmed this holiday season? Flex HR can step in for your short and long-term HR needs. Visit [flexhr.com](https://flexhr.com) to learn about our customizable offerings!