



# 2025 HR Calendar

## First Day of Plan Year and Annual Notices:

- [ADA Wellness Program Notice](#)
- [CHIP Notice](#)
- [Newborns' and Mothers' Health Protection Act Notice](#)
- [GINA Wellness Program and Authorization](#)
- [Grandfathered Plan Notice](#)
- [No Surprise Billing](#)
- [Wellness Program Notice of Reasonable Alternatives](#)
- [Women's Health and Cancer Rights Act Notice](#)



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## JANUARY

- 1 New Year's Day  
Section 105(h) Nondiscrimination testing deadline  
TiC: Machine-Readable Files due
- 4 National Trivia Day
- 8 Clean Off Your Desk Day
- 20 Martin Luther King Jr. Day
- 24 Compliment Day
- 28 Fun at Work Day
- 31 Individual Mandate Reporting for Employers with Employees in specific cities or states due  
Reporting health plan costs on Form W-2 deadline

## FEBRUARY

- 17 President's Day  
Random Act of Kindness Day
- 22 Be Humble Day
- 26 Tell a Fairytale Day
- 28 Section 6055 Reporting (paper filing deadline)

Black History Month

## MARCH

- 1 Medicare Part D Disclosure to CMS deadline  
M-1 Filing due
  - 3 I Want You to be Happy Day  
Section 6055/6056 Individual Statements due
  - 7 Employee Appreciation Day
  - 8 International Women Day
  - 31 Section 6055/6056 Reporting (electronic filing deadline)  
Individual Mandate Reporting for Employers with Employees in specific cities or states due
- End of Q1

## APRIL

- 1 International Fun at Work Day  
(aka) April Fool's Day
- 16 Wear Pajamas to Work Day
- 16 Easter
- 23 Administrative Professionals Day
- 30 Individual Mandate Reporting for Employers with Employees in specific cities or states due

## MAY

- 4 Star Wars Day
- 14 National Receptionist Day
- 21 Talk like Yoda Day
- 26 Memorial Day
- 28 Hamburger Day

\*Global Employee Health and Fitness Month – Encourage healthy lifestyles and workplace wellness

## JUNE

- 1 Say Something Nice Day  
Prescription Drug Reporting (RxDC) due
- 8 Best Friends Day
- 19 Juneteenth
- 21 Take Your Dog to Work Day

\*Mid-Year Benefits Review – Remind employees to take advantage of any eligible voluntary benefits  
End of Q2

\*Dates subject to change.

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## JULY

- 4 Independence Day
- 7 Tell the Truth Day
- 18 Insurance Nerd Day
- 19 National Ice Cream Day
- 26 System Administration Day
- 31 PCOR Fee deadline  
Forms 5500 and 5558 filing deadline (for calendar year plans)

## AUGUST

- 2 Ice Cream Sandwich Day
- 9 Book Lovers Day
- 15 National Relaxation Day
- 16 National Tell a Joke Day

\*School Physicals – Remind employees about dependent benefits before school begins  
\*National Eye-Exam Month – Encourage employees to take advantage of vision benefits

## SEPTEMBER

- 1 Labor Day  
No Ryme or Reason Day
- 16 Guacamole Day
- 28 Good Neighbor Day
- 30 Medical Loss Ratio (MLR) Rebates deadline  
Summary Annual Report (SAR) due

\*PTO Check - Remind employees to check PTO balances before Q4  
End of Q3

## OCTOBER

- 1 National Coffee Day
- 4 World Smile Day
- 13 Columbus Day/Indigenous People's Day
- 15 Medicare Part D notice of creditable coverage delivery  
Form 5500 (extended deadline)
- 16 National Boss Day
- 26 Howl at the Moon Day and Night

National Disability Employment Awareness Month

## NOVEMBER

- 1 Employer Penalty: Identify application and method of compliance deadline  
Measure Plan Affordability deadline  
Identify FTE status eligibility using the Standard Measurement Period (SMP), Stability Period (SP) and Administrative Period (AP)
- 4 Common Sense Day
- 11 Veterans Day
- 13 World Kindness Day
- 15 Individual Mandate Reporting for Employers with Employees in specific cities or states due
- 27 Thanksgiving Day

\*Remind employees to submit FSA receipts before the end of the year

## DECEMBER

- 9 Christmas Card Day
- 15 SAR (extended deadline)
- 20 Ugly Sweater Day
- 25 Christmas Day
- 31 New Year's Eve

\*Benefit admin system review – Remind employees to update personal information in your benefit admin system for W-2s and ACA reports in the new year  
End of Q4

*\*Dates subject to change.*