



2023

**HR CALENDAR**

# Instructions for using Omni's 2025 HR Calendar

- 1.** Download the calendar.
- 2.** Annotate it digitally or print it out!
- 3.** Follow the key below for a quick reference on date categories.
- 4.** Read up on our monthly employee engagement ideas & have some fun with your team!

## HR Calendar Key

- Compliance, Tax & Payroll Information
- Employee Engagement Ideas
- Key Dates and Holidays
- HR Initiatives



# JANUARY 2025

On your radar	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<div data-bbox="1922 527 1999 615" style="background-color: red; color: white; text-align: center; padding: 2px;">1</div> <div data-bbox="1959 645 2185 677" style="text-align: center;">New Year's Day</div>	<div data-bbox="2232 527 2309 615" style="background-color: black; color: white; text-align: center; padding: 2px;">2</div>	<div data-bbox="2542 527 2618 615" style="background-color: black; color: white; text-align: center; padding: 2px;">3</div>	<div data-bbox="2852 527 2928 615" style="background-color: black; color: white; text-align: center; padding: 2px;">4</div>
	<div data-bbox="992 763 1069 851" style="background-color: black; color: white; text-align: center; padding: 2px;">5</div>	<div data-bbox="1302 763 1379 851" style="background-color: black; color: white; text-align: center; padding: 2px;">6</div>	<div data-bbox="1612 763 1689 851" style="background-color: black; color: white; text-align: center; padding: 2px;">7</div>	<div data-bbox="1922 763 1999 851" style="background-color: black; color: white; text-align: center; padding: 2px;">8</div>	<div data-bbox="2232 763 2309 851" style="background-color: black; color: white; text-align: center; padding: 2px;">9</div>	<div data-bbox="2542 763 2618 851" style="background-color: black; color: white; text-align: center; padding: 2px;">10</div>	<div data-bbox="2852 763 2928 851" style="background-color: black; color: white; text-align: center; padding: 2px;">11</div>
	<div data-bbox="992 999 1069 1088" style="background-color: black; color: white; text-align: center; padding: 2px;">12</div>	<div data-bbox="1302 999 1379 1088" style="background-color: #4a86e8; color: white; text-align: center; padding: 2px;">13</div> <div data-bbox="1316 1114 1599 1183" style="text-align: center;">Clean Off Your Desk Day</div>	<div data-bbox="1612 999 1689 1088" style="background-color: black; color: white; text-align: center; padding: 2px;">14</div>	<div data-bbox="1922 999 1999 1088" style="background-color: #4a86e8; color: white; text-align: center; padding: 2px;">15</div> <div data-bbox="1992 1133 2142 1164" style="text-align: center;">Bagel Day</div>	<div data-bbox="2232 999 2309 1088" style="background-color: black; color: white; text-align: center; padding: 2px;">16</div>	<div data-bbox="2542 999 2618 1088" style="background-color: black; color: white; text-align: center; padding: 2px;">17</div>	<div data-bbox="2852 999 2928 1088" style="background-color: black; color: white; text-align: center; padding: 2px;">18</div>
<hr style="border: 0.5px solid black;"/> <p data-bbox="236 1258 343 1290">Notes</p>	<div data-bbox="992 1236 1069 1324" style="background-color: black; color: white; text-align: center; padding: 2px;">19</div>	<div data-bbox="1302 1236 1379 1324" style="background-color: black; color: white; text-align: center; padding: 2px;">20</div>	<div data-bbox="1612 1236 1689 1324" style="background-color: black; color: white; text-align: center; padding: 2px;">21</div>	<div data-bbox="1922 1236 1999 1324" style="background-color: black; color: white; text-align: center; padding: 2px;">22</div>	<div data-bbox="2232 1236 2309 1324" style="background-color: black; color: white; text-align: center; padding: 2px;">23</div>	<div data-bbox="2542 1236 2618 1324" style="background-color: black; color: white; text-align: center; padding: 2px;">24</div>	<div data-bbox="2852 1236 2928 1324" style="background-color: black; color: white; text-align: center; padding: 2px;">25</div>
	<div data-bbox="992 1457 1069 1545" style="background-color: black; color: white; text-align: center; padding: 2px;">26</div>	<div data-bbox="1302 1457 1379 1545" style="background-color: black; color: white; text-align: center; padding: 2px;">27</div>	<div data-bbox="1612 1457 1689 1545" style="background-color: red; color: white; text-align: center; padding: 2px;">28</div> <div data-bbox="1636 1577 1885 1609" style="text-align: center;">Data Privacy Day</div>	<div data-bbox="1922 1457 1999 1545" style="background-color: red; color: white; text-align: center; padding: 2px;">29</div> <div data-bbox="1942 1577 2202 1609" style="text-align: center;">Chinese New Year</div>	<div data-bbox="2232 1457 2309 1545" style="background-color: black; color: white; text-align: center; padding: 2px;">30</div>	<div data-bbox="2542 1457 2618 1545" style="background-color: black; color: white; text-align: center; padding: 2px;">31</div>	

# FEBRUARY 2025

On your radar	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
	2	3	4	5	6	7	8
	9	10	11 Thaipusam	12	13	14 Valentine's Day	15
Notes	16	17 Random Acts of Kindness Day	18	19	20	21	22
	23 National Day (Brunei)	24	25	26	27	28 Ramadan begins	

# MARCH 2025

**On your radar**

**HR Initiatives**

Begin mid-year Performance Review prep

**Key Dates and Holidays**

Women's History Month

**Compliance, Tax & Payroll**

**Philippines:** Deadline for companies to file annual income tax returns - 31 March 2025

**Notes**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8 International Women's Day
9	10	11	12	13	14 Pi Day	15
16	17 St. Patrick's Day	18	19	20	21	22
23	24	25	26	27	28	29
30 Ramadan ends	31 Hari Raya Aidilfitri					

# APRIL 2025

## On your radar

### Compliance, Tax & Payroll

**Philippines:** Deadline for individuals to file income tax returns - 15 April 2025

**Singapore:** Deadline for individuals to file income tax returns - 15 April 2025

**Malaysia:** Paper filing deadline for individual income tax returns - 30 April 2025

## Notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 April Fool's Day	2	3	4	5
6	7	8	9	10	11 National Pet Day	12
13	14	15 Songkran Festival	16	17	18 Good Friday	19
20 Easter Sunday	21	22 Earth Day	23 Administrative Professional's Day	24	25	26
27	28	29	30			

# MAY 2025

## On your radar

### Key Dates and Holidays

Mental Health Awareness Month

### Compliance, Tax & Payroll

**Malaysia:** E-filing deadline for individual income tax returns - 15 May 2025

## Notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 May Day, Labour Day, World Password Day	2	3
4 Star Wars Day	5	6	7	8	9	10
11 Mother's Day	12 Wesak	13	14	15	16 National Bike to Work Day	17
18	19	20 HR Professional Day	21	22	23	24
25	26 Memorial Day	27	28	29	30	31 Dragon Boat Festival

# JUNE 2025

## On your radar

### HR Initiatives

Mid-year performance reviews

### Compliance, Tax & Payroll

**Hong Kong:** Deadline for companies to file profits tax return - 3 June 2025

**Hong Kong:** Deadline for individuals to file salaries tax returns - 3 June 2025

**Malaysia:** Deadline for companies to file paper annual audited accounts and tax return - 30 June 2025

## Notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Leave the Office Early Day				National Donut Day	
8	9	10	11	12	13	14
				Philippines' Independence Day		
15	16	17	18	19	20	21
Father's Day				Hari Raya Haji		
22	23	24	25	26	27	28
	30					



# JULY 2025

## On your radar

### Compliance, Tax & Payroll

**Malaysia:** E-filing deadline for companies to submit annual audited accounts and tax return - 31 July 2025

## Notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 National Workaholics Day
6	7 World Chocolate Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 International Self-Care Day	25	26
27 Parent's Day	28	29	30	31 National Intern Day		

# AUGUST 2025

On your radar	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
	3	4	5	6	7	8 International Cat Day	9 National Day (Singapore) Book Lovers Day
	10	11	12	13	14 National Financial Awareness Day	15	16
Notes	17 National Day (Indonesia)	18	19	20	21	22	23
	24	25 National Heroes Day (Philippines)	26 National Dog Day	27	28	29	30
	31 Malaysia National Day						

# SEPTEMBER 2025

On your radar	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 National Day (Vietnam)	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16 Malaysia Day National Working Parents Day, IT Professionals Day	17	18	19	20
Notes	21	22	23	24	25	26	27
	28	29	30				

# OCTOBER 2025

On your radar

Key Dates and Holidays

Diversity and Inclusion Awareness Month

Notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Mid-Autumn Festival	7	8	9	10 World Mental Health Day	11
12	13	14	15	16	17	18
19	20 Deepavali	21	22	23	24	25
26	27	28	29	30	31 Halloween	

# NOVEMBER 2025

## On your radar

### HR Initiatives

Year-end review and goal setting

### Key Dates and Holidays

National Gratitude Month

National Career Development Month

### Compliance, Tax & Payroll

**Singapore:** Deadline for companies to file annual audited accounts and tax returns - 30 November 2025

## Notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13 World Kindness Day	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# DECEMBER 2025

On your radar

HR Initiatives

Year-end break and holidays

Sunday

Monday

Tuesday

Wednesday

Thursday

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Saturday

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Christmas Eve

Christmas Celebration

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New Year's Eve

Notes

# Monthly Employee Engagement Ideas



# January employee engagement ideas

## Clean off Your Desk Day

Block some time off on employee's calendars and invite them to clean their desks. End the time with a virtual call to host a contest for the most obscure desk find from clean & vote on the winner. Award them with something to keep on their newly cleaned desk like hand lotion or a company water bottle.

## Bagel Day

Virtual Bagel Breakfast and Brainstorming Session. Send bagels to your team and host a call to have an informal discussion about new ideas, projects, or initiatives.

## Compliment Day

*Organize a compliment exchange game:* employees draw names and write/share compliments with their assigned person.





# January employee engagement ideas

## Chinese New Year

Host a lantern-making workshop and/or serve glutinous rice balls at the office (which represent togetherness!)



# February employee engagement ideas

## Valentine's Day

Send virtual appreciation cards across the company. These can be written by managers & employees to each other!

## Random Acts of Kindness Day

*Kindness Bingo:* create a month-long kindness challenge by administering a bingo card filled with random acts of kindness (e.g., hold the door for someone or clean up your local park) & encouraging employees to complete the acts on their card.



# March employee engagement ideas

## Women's History Month & International Women's Day

*Email signature quotes:* invite employees to add an inspirational quote from a notable woman to their email signatures throughout the month.

*Lunch & learn:* Host short virtual sessions where employees can join in to quickly learn about influential women in history or current women leaders. Keep the sessions concise and engaging.

## Employee Appreciation Day

Hosting a virtual awards ceremony to [recognize outstanding achievements](#) and contributions. Create categories such as "Team Player of the Year," "Innovator of the Year," or "Customer Service Excellence." Invite team members to nominate their peers, and host a virtual event to announce and celebrate the winners.

## Pi Day

Challenge your coworkers to a Pi recitation contest. See who can memorize the most digits of pi! Additionally, serve up delicious pies and other circular treats.



# April employee engagement ideas

## National Volunteer Month

*Group Volunteer Activities:* Organize virtual group volunteer activities that employees can participate in together. This could include virtual mentoring sessions, online tutoring programs, or collaborative projects to support nonprofit organizations.

*Skills-Based Volunteering:* Encourage employees to volunteer their professional skills. Connect with local nonprofits or community organizations that may need expertise in areas such as marketing, design, or technology, and facilitate skill-sharing initiatives.

*Company Volunteer Day:* Dedicate a specific day or week for company-wide volunteer activities. Coordinate with local charities or community organizations to arrange safe and socially distanced in-person or virtual volunteer opportunities for employees.

## National Pet Day

Employees can showcase their furry friends during a video call. This provides a lighthearted and enjoyable break, & fosters a sense of camaraderie.



# May employee engagement ideas

## Mental Health Awareness Month

**Virtual Mindfulness Sessions:** Organize short virtual mindfulness or meditation sessions for employees. These sessions can provide a break during the workday and promote mental well-being. You could bring in a guest speaker or use guided meditation apps.

**Employee Support Resources:** Share resources on mental health and well-being through internal communication channels, partner with wellness apps to offer free trials or employee discounts, and educate employees on the wellness benefits available to them through company policies such as [mental health days](#).

## National Bike to Work Day

Host a team bike ride or organize a virtual cycling challenge where employees log their biking miles throughout the week.



# May employee engagement ideas

## Star Wars Day

Transform your workspace with posters, themed tablecloths, and napkins. Encourage employees to dress up as their favorite Star Wars character, and have a costume contest with prizes for the best costumes.

## Dragon Boat Festival

*Cooking Challenge:* Zongzi is a traditional food associated with the Dragon Boat Festival. Organize a virtual cooking challenge where employees can try making Zongzi at home. Participants can share their creations during a virtual lunch or cooking showcase.

*Storytelling Session:* Legends of Qu Yuan; host a virtual storytelling session focusing on the legends and traditions associated with the Dragon Boat Festival. This provides an opportunity for cultural exchange and learning within the workplace.



## June employee engagement ideas

### Leave the Office Early Day

Encourage employees to wrap up their work early. Consider organizing a virtual gathering or happy hour later in the day to celebrate achievements and promote work-life balance. Use the occasion to remind employees about any flexible work policies or options available.

### National Donut Day

Set up a donut bar with a variety of donuts, toppings and sauces. You can also encourage creativity with a donut decorating contest, where the best donut wins!



# July employee engagement ideas

## World Chocolate Day

*Chocolate Tasting Party:* Organize a virtual chocolate tasting party where employees can join a video call and share their favorite chocolate treats.

## International Self-Care Day

*Desk Plant Giveaway:* Send small desk plants or succulents to employees' homes as a symbol of self-care. Encourage them to care for their new plant as a reminder to take breaks and prioritize their well-being.

## National Intern Day

*Intern Mentorship Program:* If you have them, pair interns with mentors within the organization for the day. This can provide valuable networking opportunities and allow interns to learn more about different roles and career paths.





# August employee engagement ideas

## National Financial Awareness Day

*Financial Wellness Webinar:* Host a virtual webinar with a financial expert. Topics can include budgeting, saving strategies, investment basics, and debt management. This provides valuable information to employees for better financial planning.

*Financial Literacy Resource Hub:* Create and share a resource hub containing articles, videos, and tools related to financial literacy. This can serve as a long-term reference for employees looking to enhance their financial awareness.

## National Dog Day

*Pet Photo Contest:* Hold a pet photo contest where employees submit their favorite pictures of their dogs. Allow the entire team to vote for the cutest or most creative pet photos and announce winners with small prizes.

*Bring your dog to work day:* If your office permits, invite employees to bring their dog to work! Or organize a meetup at your local dog park.



# September employee engagement ideas

## National Working Parents Day

*Parenting Win Shoutouts:* Encourage team members to share their "parenting wins" or success stories, whether big or small. This positive acknowledgment helps create a supportive and understanding work environment.

## IT Professionals Day

*Tech Talk Webinar:* Host a webinar where IT professionals within the company share insights into emerging technologies, trends, or best practices. This provides an opportunity for knowledge sharing and professional development.

*IT Appreciation Awards:* Recognize outstanding IT professionals with awards or certificates. Categories can include innovation, problem-solving, or teamwork. Celebrate their contributions during a virtual ceremony, and consider providing small tokens of appreciation.



# October employee engagement ideas

## Diversity and Inclusion Awareness Month

*Diversity Book Club:* Start a company-wide book club focused on literature by authors from various cultural backgrounds, ethnicities, or diverse perspectives. This encourages employees to engage in conversations about different experiences and viewpoints. [Noname bookclub](#) has great inspiration!

*Interactive Diversity Training:* Host interactive virtual D&I training sessions. These sessions can cover topics such as [unconscious bias](#), microaggressions, and creating an inclusive workplace culture. Encourage open discussions to promote awareness and understanding.

**Download our DEI calendar 2025 now!**

## World Mental Health Day

Implement a [mental health day](#) for your employees and provide suggestions and resources for taking care of mental health.



# November employee engagement ideas

## National Gratitude Month

*Gratitude Wall:* Establish a virtual gratitude wall where employees can post short messages of gratitude. This wall can serve as a visual representation of the positive and thankful atmosphere within the organization.

*Gratitude practice:* Implement an initiative to start (or end) meetings with each attendee sharing 1-2 things they are grateful for, all month long.

## National Career Development Month

*L&D Workshops:* Host virtual workshops covering various topics within various disciplines as well as general career skills such as personal branding, marketing strategies, or IT skills. Bring in industry professionals to provide valuable insights.

*Career Goals:* Conduct a webinar where employees can set and discuss their career goals. Provide guidance on creating actionable plans and resources for professional development within the organization by using [SMART](#) or [OKR frameworks](#).



# December employee engagement ideas

## Year-End Break and Holidays

*Year-End Celebration:* Host a virtual or in-person year-end celebration to bring employees together for some festive cheer. Include elements such as virtual games, team awards, and a toast to acknowledge the collective achievements of the year.

*Reflective Activities:* Provide employees with reflective activities, such as goal-setting worksheets or prompts for personal and professional reflection. This encourages them to review the year's accomplishments and set intentions for the coming year.

*Digital Gift Exchange:* Arrange a virtual gift exchange where employees draw names and exchange digital gifts or e-gift cards. This is a fun and inclusive way to spread holiday joy and connect with colleagues.



# Increase Engagement with Omni

The screenshot displays the Omni HR system interface for user Eva Clarke. The interface includes a sidebar with navigation options like Home, People, Documents, Time off, Attendance, Performance, Expenses, Workflows, Reports, Onboarding, Payroll, Apps, and Settings. The main content area shows the user's profile, job title (Senior Marketing Manager, Marketing Singapore), and buttons for Job change and Probation update. Below this, the 'Balance' section shows leave balances: Paid Vacation (7.00 days available), Sick leave (3.00 days available), and Birthday leave (1.00 As requested). A 'Request time off' button is also present. The 'Calendar' section shows a monthly view for Dec 2023 with a 'Paid Vacation' bar spanning from Tuesday to Saturday. A 'Request Leave' modal is open, showing options to 'Request Leave' (checked) or 'Talk to manager'.

**Eva Clarke**  
Senior Marketing Manager, Marketing Singapore

Job change Probation update

**Balance**

- Paid Vacation**: 7.00 days available
- Sick leave**: 3.00 days available
- Birthday leave**: 1.00 As requested

Request time off

**Calendar** Dec 2023 Monthly

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		Paid Vacation					
1	2	3	4	5	6	7	
Paid Vacation							
8	9	10	11	12	13	14	
8	9	10	11	12			

Request Leave

Talk to manager

Talk to manager



Omni's intuitive, all-in-one HRIS helps HR teams and managers keep track of key dates, engagement opportunities, and manage employee schedules easily with automated reminders and at-a-glance scheduling. Omni's platform allows you to create custom calendars for your employees around the globe.

Omni's platform equips teams with automated calendars pre-loaded with holidays and cultural happenings based on your employee's location, and automated alerts so you never miss a holiday, work anniversary, or opportunity to engage with your team or prepare for your next important HR initiative.

With a full suite of modules to support every aspect of your business, Omni's platform offers an intuitive and fully customizable platform that integrates with your team's favorite tools for a seamless and timely adoption. If you'd like to learn more about how Omni's all-in-one HR software automates the entire end-to-end employee lifecycle, connect with our team and explore the features tailored to enhance your HR experience in 2024!

**Book your product tour today!**

