

# HR Calendar – Month-by-Month

## HR Planning

Month	HR Focus Areas
January	Review contracts, set HR goals, policy updates
February	Recruitment prep, EE check (if applicable)
March	Prepare WSP/ATR data, skills audit
April	Submit WSP/ATR (most SETA deadlines)
May	Mid-year reviews, wellness check-ins
June	Leave balance review, training session planning
July	HR file audit, performance feedback
August	Engagement check-ins, culture review
September	Pre-holiday recruitment push
October	Training & EE tracking wrap-up
November	Reporting and compliance check
December	Leave scheduling, end-of-year wrap-up, renewals

Use this calendar to set monthly HR focus areas. Review it during planning meetings to stay on track without overwhelm.