

2026 HR Calendar Template for Small Businesses

Instructions

Here is your month-by-month guide to all the important HR dates in 2026. Use this list to plan your schedule for key tasks like performance reviews, benefits enrollment, and payroll deadlines. We've also sprinkled in important cultural events to help you build an engaging and inclusive company culture all year long. Keep this reference handy so you can transfer these dates to your own calendar and never miss an important milestone.

January

- 1 New Year's Day**
Federal holiday
- 12 National Clean Off Your Desk Day**
Encourage employees to declutter their workspace.
- 19 Martin Luther King Jr. Day**
Federal holiday.
- 30 Fun at Work Day**
Boost morale and celebrate workplace culture.
- 31 Send W-2 and 1099 Forms**
Deadline to send W-2 and 1099 forms to your employees and independent contractors.

ALL MONTH:

Annual HR Audit:

Conduct your annual HR audit and training refresh. Review policies and processes to ensure legal compliance and identify areas for improvement.

February

- 1 OSHA Form 300A**
Deadline to post OSHA Form 300A summarizing workplace injuries/illnesses.
- 9 National Pizza Day**
Treat your team to lunch.
- 16 Presidents' Day**
Federal holiday.
- 17 Random Acts of Kindness Day**
Encourage small gestures that promote positivity.

ALL MONTH:

Black History Month

Celebrate the achievements and contributions of Black Americans.

March

- 1 Medicare Part D Disclosure**
Provide disclosure notices regarding prescription drug coverage.
- 6 Employee Appreciation Day**
Recognize employee contributions.
- 20 International Happiness Day**
Discuss the importance of happiness and well-being.

ALL MONTH:

Women's History Month

Celebrate women's contributions, especially in your business or specific industry.

April

- 7 World Health Day**
Raise awareness of global health and wellness issues.
- 11 National Pet Day**
Encourage employees to share their pets' photos, or host a pet-friendly activity.
- 15 Federal Tax Day and Q1 Estimated Taxes**
Deadline for filing federal income tax returns and paying first-quarter estimated taxes.
- 22 Earth Day**
Promote environmental awareness and sustainability.
- 22 Administrative Professionals Day**
Recognize administrative staff.

May

- 25 Memorial Day**
Federal holiday.
- 29 National Donut Day**
Bring donuts as a treat.

ALL MONTH:

Mental Health Awareness Month:

Raise awareness about mental health support and resources.

June

- 15 Q2 Estimated Taxes Due**
Deadline for paying second-quarter estimated federal taxes.
- 19 Juneteenth**
Federal holiday.

ALL MONTH:

Pride Month:

Promote acceptance and inclusivity in the workplace.

July

- 4 Independence Day**
Federal holiday.
- 17 World Emoji Day**
Encourage creative communication.
- 19 Ice Cream Day**
Hold a workplace ice cream social.
- 30 National Intern Day**
Celebrate the contributions of your interns.
- 31 Form 5500 Filing (if applicable)**
Deadline for certain retirement plan filings.

August

- 14 Financial Awareness Day**
Promote financial literacy and budgeting.
- 15 National Relaxation Day**
Offer tips on stress relief and relaxation, like short breaks and breathing exercises.

ALL MONTH:**National Wellness Month:**

Raise awareness about physical and mental wellness.

September

- 7 Labor Day**
Federal holiday.
- 15 Q3 Estimated Taxes Due**
Deadline for third-quarter federal estimated taxes.

ALL MONTH:**Prep for Open Enrollment:**

Prepare benefit documents and communication.

EEO-1 Reports (if required):

Annual filing for certain employers on workforce demographics.

October

- 10 World Mental Health Day**
Promote workplace mental health.
- 16 Boss's Day**
Recognize and appreciate leaders and managers.

ALL MONTH:**Breast Cancer Awareness Month:**

Raise awareness and funds for breast cancer research.

Finalize Open Enrollment:

Prepare to roll out benefits enrollment materials.

November

- 11 Veterans Day**
Federal holiday.
- 13 World Kindness Day**
Encourage kind acts around the office.
- 26 Thanksgiving Day**
Federal holiday.
- 28 Small Business Saturday**
Celebrate and support small businesses.

ALL MONTH:

Open Enrollment Continues:
Remind employees to complete benefit elections.

December

- 4 National Cookie Day**
Wrap up the year with an office treat.
- 15 Q4 Estimated Taxes Due**
Deadline for fourth-quarter federal estimated taxes.
- 25 Christmas Day**
Federal holiday.
- 31 New Year's Eve**
End of the calendar year.

ALL MONTH:

Year-End Payroll:
Finalize your annual payroll.

Performance Reviews:
Conduct reviews before the new year.