

## PAYDAYS AND HOLIDAYS 2021 Revised 2-8-2021

<b>2021 PAY PERIODS</b>	<b>TIME SHEETS DUE NO LATER THAN</b>	<b>PAY DAY FOR THAT TIME PERIOD</b>
Dec 20-Jan 2, 2021	<b>9 am Jan 3, 2021</b>	Jan 8, 2021
Jan 3- Jan 16	<b>9 am Jan 17</b>	Jan 22
Jan 17- Jan 30	<b>9 am Jan 31</b>	Feb 5
Jan 31-Feb 13	<b>9 am Feb 14</b>	Feb 19
Feb 14-Feb 27	<b>9 am Feb 28</b>	Mar 5
Feb 28-Mar 13	<b>9 am Mar 14</b>	Mar 19
Mar 14-Mar 27	<b>9 am Mar 28</b>	April 2
Mar 28-April 10	<b>9 am April 11</b>	April 16
April 11-April 24	<b>9 am April 25</b>	April 30
April 25-May 8	<b>9 am May 9</b>	May 14
May 9- May 22	<b>9 am May 23</b>	May 28
May 23- June 5	<b>9 am June 6</b>	June 11
June 6- June 19	<b>9 am June 20</b>	June 25
June 20-July 3	<b>9 am July 4</b>	July 9
July 4-July 17	<b>9 am July 18</b>	July 23
July 18-July 31	<b>9 am Aug 1</b>	Aug 6
Aug 1-Aug 14	<b>9 am Aug 15</b>	Aug 20
Aug 15-Aug 28	<b>9 am Aug 29</b>	Sept 3
Aug 29-Sept 11	<b>9 am Sept 12</b>	Sept 17
Sept 12- Sept 25	<b>9 am Sept 26</b>	Oct 1
Sept 26- Oct 9	<b>9 am Oct 10</b>	Oct 15
Oct 10-Oct 23	<b>9 am Oct 24</b>	Oct 29
Oct 24- Nov 6	<b>9 am Nov 7</b>	Nov 12
Nov 7- Nov 20	<b>9 am Nov 21</b>	Nov 26
Nov 21- Dec 4	<b>9 am Dec 5</b>	Dec 10
Dec 5-Dec 18	<b>9 am Dec 19</b>	Dec 24
Dec 19-Jan 1, 2022	<b>9 am Jan 2, 2022</b>	Jan 7, 2022

### HOLIDAYS

Under special circumstances staff may be asked to work on holidays. Holidays not worked are unpaid for hourly staff. If a holiday falls on a Saturday it is observed on the preceding Friday. If it falls on a Sunday, it is observed on the following Monday. If a shift is normally scheduled on a Saturday or Sunday, then BOTH that shift and the day the holiday is observed may be taken as a holiday.

We are closed the week of August 8- August 15, 2021 and the week between Christmas Eve and New Year's Day, there will be no services during these two weeks.

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day and the day following Thanksgiving, Christmas Eve and Christmas Day