



BI-WEEKLY PAY SCHEDULE 2024

| PAY PERIOD | TIMESHEET DUE BY | MANAGER APPROVAL DUE | HOLIDAYS | PAYDAY |
|----------------------------|---------------------|----------------------|--|-----------------------|
| 01 12/23/2023-01/05/2024 | Wednesday, 01/03/24 | Thursday, 01/04/24 | Christmas Day, Monday 12/25/2023 New Year's Day, Monday 01/01/2024 Eve Election: Follow Employee MOU | Thursday, 1/11/2024 |
| 02 01/06/2024– 01/19/2024 | Wednesday, 01/17/24 | Thursday, 01/18/24 | Martin Luther King, Jr. Day, Monday 01/15/24 | Thursday, 1/25/2024 |
| 03 01/20/2024 – 02/02/2024 | Wednesday, 01/31/24 | Thursday, 02/01/24 | | Thursday, 2/08/2024 |
| 04 02/03/2024 – 02/16/2024 | Wednesday, 02/14/24 | Thursday, 02/15/24 | | Thursday, 2/22/2024 |
| 05 02/17/2024 – 03/01/2024 | Wednesday, 02/28/24 | Thursday, 02/29/24 | President's Day, Monday 02/19/24 | Thursday, 3/07/2024 |
| 06 03/02/2024 – 03/15/2024 | Wednesday, 03/13/24 | Thursday, 03/14/24 | | Thursday, 3/21/2024 |
| 07 03/16/2024 – 03/29/2024 | Wednesday, 03/27/24 | Thursday, 03/28/24 | | Thursday, 4/04/2024 |
| 08 03/30/2024 – 04/12/2024 | Wednesday, 04/10/24 | Thursday, 04/11/24 | Cesar Chavez Day, Sunday 03/31/24 (Observed April 1st*) | Thursday, 4/18/2024 |
| 09 04/13/2024 – 04/26/2024 | Wednesday, 04/24/24 | Thursday, 04/25/24 | | Thursday, 5/02/2024 |
| 10 04/27/2024 – 05/10/2024 | Wednesday, 05/08/24 | Thursday, 05/09/24 | | Thursday, 5/16/2024 |
| 11 05/11/2024 – 05/24/2024 | Wednesday, 05/22/24 | Thursday, 05/23/24 | | Thursday, 5/30/2024 |
| 12 05/25/2024 – 06/07/2024 | Wednesday, 06/05/24 | Thursday, 06/06/24 | Memorial Day, Monday 05/27/24 | Thursday, 6/13/2024 |
| 13 06/08/2024 – 06/21/2024 | Tuesday, 06/18/24 | Thursday, 06/20/24 | Juneteenth National Independence Day, Wednesday 06/19/24 | Thursday, 6/27/2024 |
| 14 06/22/2024 – 07/05/2024 | Wednesday, 07/03/24 | Friday, 07/05/24 | Independence Day, Thursday 07/04/24 | Thursday, 7/11/2024 |
| 15 07/06/2024 – 07/19/2024 | Wednesday, 07/17/24 | Thursday, 07/18/24 | | Thursday, 7/25/2024 |
| 16 07/20/2024 – 08/02/2024 | Wednesday, 07/31/24 | Thursday, 08/01/24 | | Thursday, 8/08/2024 |
| 17 08/03/2024 – 08/16/2024 | Wednesday, 08/14/24 | Thursday, 08/15/24 | | Thursday, 8/22/2024 |
| 18 08/17/2024 – 08/30/2024 | Wednesday, 08/28/24 | Thursday, 08/29/24 | | Thursday, 9/05/2024 |
| 19 08/31/2024 – 09/13/2024 | Wednesday, 09/11/24 | Thursday, 09/12/24 | Labor Day, Monday 09/02/24 Admission Day, Monday 09/09/24 | Thursday, 9/19/2024 |
| 20 09/14/2024 – 09/27/2024 | Wednesday, 09/25/24 | Thursday, 9/26/24 | | Thursday, 10/03/2024 |
| 22 09/28/2024 – 10/11/2024 | Wednesday, 10/09/24 | Thursday, 10/10/24 | | Thursday, 10/17/2024 |
| 22 10/12/2024 – 10/25/2024 | Wednesday, 10/23/24 | Thursday, 10/24/24 | | Thursday, 10/31/2024 |
| 23 10/26/2024 – 11/08/2024 | Wednesday, 11/06/24 | Thursday, 11/07/24 | | Thursday, 11/14/2024 |
| 24 11/09/2024 -11/22/2024 | Wednesday, 11/20/24 | Thursday, 11/21/24 | Veterans Day, Monday 11/11/24 | Wednesday, 11/27/2024 |
| 25 11/23/2024 – 12/06/2024 | Wednesday, 12/04/24 | Thursday, 12/05/24 | Thanksgiving Day, Thursday 11/28/24 Day After Thanksgiving, Friday 11/29/24 | Thursday, 12/12/2024 |
| 26 12/07/2024 – 12/20/2024 | Wednesday, 12/18/24 | Thursday, 12/19/24 | | Thursday, 12/26/2024 |

| Holiday | Month | Day | Year | Day of the Week |
|--------------------------------------|-----------|-----|------|-----------------|
| New Year's Day | January | 1 | 2024 | Monday |
| Dr. Martin Luther King, Jr. Day | January | 15 | 2024 | Monday |
| President's Day | February | 19 | 2024 | Monday |
| Cesar Chavez Day | March | 31 | 2024 | Sunday* |
| Memorial Day | May | 27 | 2024 | Monday |
| Juneteenth National Independence Day | June | 19 | 2024 | Wednesday |
| Independence Day | July | 4 | 2024 | Thursday |
| Labor Day | September | 2 | 2024 | Monday |
| Admissions Day | September | 9 | 2024 | Monday |
| Veterans Day | November | 11 | 2024 | Monday |
| Thanksgiving Day | November | 28 | 2024 | Thursday |
| Day After Thanksgiving | November | 29 | 2024 | Friday |
| Christmas Day | December | 25 | 2024 | Wednesday |

***Holidays that fall on Saturday, Sunday or Regular Day Off**

In the event that a designated holiday falls upon a normal day off which is either a Saturday; as to an employee who works a Monday through Friday workweek, or the first day off a normal scheduled two day off, as to an employee whose workweek is one other than Monday through Friday, shall thereafter receive one (1) additional day of vacation.

In the event that a designated holiday falls upon a normal day off which is either a Sunday; as to an employee who works a Monday through Friday workweek, or the second day off a normal scheduled two day off, as to an employee whose workweek is one other than Monday through Friday, shall receive the next following day off.

Christmas Eve and New Year's Eve

An employee whose regular workweek is Monday through Friday, and December 24th and December 31st occur on a Saturday or Sunday, or employees that are required to work on both December 24th and December 31st shall be entitled to one of the following:

- ◆ One half of the work-shift as paid time off on both the Friday preceding Christmas Eve and the Friday preceding New Year's Eve (when December 24th and December 31st falls on a Saturday or Sunday) or One half of the work-shift on both the above days; or
- ◆ One full work-shift as paid time off on either the Friday preceding Christmas Eve or the Friday preceding New Year's Eve (when December 24th and December 31st falls on a Saturday or Sunday) or One full work-shift as paid time off on either of the above days.

Local 1021 and Local 21

- ◆ One half of the work shift as paid time off on two of the following: December 24th, December 26th, December 31st, or January 2nd; or
- ◆ One full work shift as paid time off on December 24th, December 26th, December 31st, or January 2nd.