

## **Thursday Paydays in 2025**

January 9  
January 23  
February 6  
February 20  
March 6  
March 20  
April 3  
April 17  
May 1  
May 15  
May 29 - No benefit deduction except for 403B  
June 12  
June 26  
July 10  
July 24  
August 7  
August 21  
September 4  
September 18  
October 2  
October 16  
October 30 - No benefit deduction except for 403B  
November 13  
November 26 - Wednesday  
December 11  
December 24 - Wednesday

## **Holidays 2025**

Wednesday, January 1 – New Year’s Day  
Monday, January 20 - Martin Luther King Day  
Sunday, April 20 – Easter Day  
Monday, April 21 – Observed Easter Day  
Monday, May 26 - Memorial Day  
Thursday, June 19 – Juneteenth  
Thursday, July 3 – Observed Independence Holiday  
Friday, July 4 – Independence Day  
Monday, September 1 - Labor Day  
Thursday, November 27 - Thanksgiving Day  
**Wednesday, December 24 – Christmas Eve\*\***  
Thursday, December 25 – Christmas Day

\*\*2 Floating Holidays are awarded on January 1, 2025, and will expire on December 31, 2025.

\*\*Good Friday is not a holiday. If you work this event, work with your supervisor to flex the hours you worked.

**\*\* Updated: August 2025: December 24, 2025 is a board designated holiday. If you work this event, submit a leave request for a replacement holiday for the number of hours worked within 2 weeks of the event.**

## **Holiday Policy:**

When a holiday falls on a Friday, Saturday or Sunday, Woodland Hills Church will also observe the holiday on either the preceding Thursday or the following Monday.

### **Working on a holiday or an observed holiday:**

If a regular salary employee is required to work on a holiday or an observed holiday, they will receive replacement hours for the number of hours worked on the holiday/observed holiday. Replacement holiday hours must be requested in advance and taken within two weeks of the actual holiday subject to job responsibilities and team needs. If the employee requests the holiday off (they are scheduled to work, but request the time off), they should submit a time off request in the time off system as vacation or floating holiday. If a regular hourly employee is required to work on a holiday or observed holiday, they will receive straight time pay for the hours worked plus their regular scheduled pay for that day.

### **Holiday that falls outside the work schedule:**

Only regular full-time employees (salary and hourly) may request replacement holidays when a holiday or observed holiday falls on their normal scheduled day off. Replacement holidays must be requested in advance and taken within two weeks of the actual holiday subject to job responsibilities and team needs.

### **Floating Holiday:**

Regular employees are allowed 2 floating holidays at the start of each calendar year. Floating holidays for new hires are pro-rated based on their start date during the calendar year. Please request your floating holidays 2 weeks in advance. All unused floating holidays are forfeited at the end of the calendar year or upon termination of employment.

Policy Effective 01/01/2025

**Revised 8/4/2025**