

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
Thursday, December 25 – Christmas Day

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

**Christmas Eve & Good Friday are not holidays. If you work either of those events, work with your supervisor to flex the hours you worked.

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