

Thursday Paydays in 2021

January 14
January 28
February 11
February 25
March 11
March 25
April 8
April 22
May 6
May 20
June 3
June 17
July 1
July 15
July 29 – No benefit deduction except for 403B
August 12
August 26
September 09
September 23
October 7
October 21
November 4
November 18
December 2
December 16
December 30– No benefit deduction except for 403B

Holidays 2021

Friday, January 1 – New Year’s Day
Monday, January 18 - Martin Luther King Day
Sunday, April 04 – Easter Day
Monday, April 05 – Observed Easter Day
Monday, May 31 - Memorial Day
Sunday, July 4 – Independence Day
Monday, July 5 – Observed Independence Day
Monday, September 6 - Labor Day
Thursday, November 25 - Thanksgiving Day
Saturday, December 25 – Christmas Day
TBD – Observed Christmas Day
TBD – Observed New Year’s Day for 2022

**2 Floating Holidays are awarded on January 1, 2021 and will expire on December 31, 2021

Holiday Policy:

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 a bonus replacement holiday. Replacement holidays 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 day off), they should record the day in the time off system as a replacement holiday. If an observed holiday is offered in place of the holiday (i.e. Easter) then a replacement holiday does not need to be requested for the 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 within the work schedule:

Regular salary and hourly employees (full-time and part-time) who are normally scheduled to work on a day, on which a holiday or observed holiday falls (but do not work that day), will be paid their normal 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.

Holiday on Paid Absences:

If a recognized holiday falls during an eligible employee’s paid absence (i.e. vacation, sick, leave of absence), holiday pay will be recorded instead of recording the employee’s paid time off benefit such as vacation or sick time.

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.