

Thursday Paydays in 2023

January 12
January 26
February 9
February 23
March 9
March 23
April 6
April 20
May 4
May 18
June 1
June 15
June 29 – No benefit deduction except for 403B
July 13
July 27
August 10
August 24
September 7
September 21
October 5
October 19
November 2
November 16
November 30 – No benefit deduction except for 403B
December 14
December 28

Holidays 2023

Sunday, January 1 – New Year’s Day
Monday, January 2 – Observed New Year’s Day
Monday, January 16 - Martin Luther King Day
Sunday, April 9 – Easter Day
Monday, April 10 – Observed Easter Day
Monday, May 29 - Memorial Day
Monday, June 19 – Juneteenth
Monday, July 3 – Add’l Holiday for 2023
Tuesday, July 4 – Independence Day
Monday, September 4 - Labor Day
Thursday, November 23 - Thanksgiving Day
Monday, December 25 – Christmas Day
Tuesday, December 26 – Add’l Holiday for 2023

**2 Floating Holidays are awarded on January 1, 2023 and will expire on December 31, 2023

**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.