

Thursday Paydays in 2024

January 11
January 25
February 8
February 22
March 7
March 21
April 4
April 18
May 2
May 16
May 30 - No benefit deduction except for 403B
June 13
June 27
July 11
July 25
August 8
August 22
September 5
September 19
October 3
October 17
October 31 - No benefit deduction except for 403B
November 14
November 27
December 12
December 26

Holidays 2024

Monday, January 1 – New Year’s Day
Monday, January 15 - Martin Luther King Day
Sunday, March 31st – Easter Day
Monday, April 1 – Observed Easter Day
Monday, May 27 - Memorial Day
Wednesday, June 19 – Juneteenth
Wednesday, July 3 – Additional Holiday
Thursday, July 4 – Independence Day
Monday, September 2 - Labor Day
Thursday, November 28 - Thanksgiving Day
Wednesday, December 25 – Christmas Day
Thursday, December 26 – Additional Holiday

**2 Floating Holidays are awarded on January 1, 2024, and will expire on December 31, 2024

**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 01/01/2024