

Date: September 9, 2008

To: Department Directors

From: Angela Maher, Director
Human Resources



Subject: Bi-weekly Pay Periods and County Holidays - 2009

Memorandum



The following bi-weekly pay periods and pay days for the year 2009 are to be used for leave accrual purposes and to establish employee leave and pay anniversary dates.

PP#	Pay Period Begin	Pay Period End	Pay Day		PP#	Pay Period Begin	Pay Period End	Pay Day
*1	12/15/2008	12/28/2008	1/2/2009		*14	6/15/2009	6/28/2009	Thursday 7/2/2009
2	12/29/2008	1/11/2009	1/16/2009		15	6/29/2009	7/12/2009	7/17/2009
3	1/12/2009	1/25/2009	1/30/2009		16	7/13/2009	7/26/2009	7/31/2009
4	1/26/2009	2/8/2009	2/13/2009		17	7/27/2009	8/9/2009	8/14/2009
5	2/9/2009	2/22/2009	2/27/2009		18	8/10/2009	8/23/2009	8/28/2009
6	2/23/2009	3/8/2009	3/13/2009		*19	8/24/2009	9/6/2009	9/11/2009
7	3/9/2009	3/22/2009	3/27/2009		20	9/7/2009	9/20/2009	9/25/2009
8	3/23/2009	4/5/2009	4/10/2009		21	9/21/2009	10/4/2009	10/9/2009
9	4/6/2009	4/19/2009	4/24/2009		22	10/5/2009	10/18/2009	10/23/2009
10	4/20/2009	5/3/2009	5/8/2009		23	10/19/2009	11/1/2009	11/6/2009
11	5/4/2009	5/17/2009	5/22/2009		24	11/2/2009	11/15/2009	11/20/2009
12	5/18/2009	5/31/2009	6/5/2009		*25	11/16/2009	11/29/2009	12/4/2009
13	6/1/2009	6/14/2009	6/19/2009		26	11/30/2009	12/13/2009	12/18/2009
					*+27	12/14/2009	12/27/2009	Thursday 12/31/2009

* Revised schedule for PAR pick up due to holiday

+ Annualized benefits and/or deductions will not be paid and/or deducted on the 27th pay period of 2009

The following are the thirteen (13) County-observed holidays for the year 2009, unless otherwise specified by collective bargaining agreement:

New Year's Day 2009, Thursday, January 1, 2009
Martin Luther King's Birthday, Monday, January 19
President's Day, Monday, February 16
Memorial Day, Monday, May 25
Independence Day, Friday, July 3
Labor Day, Monday, September 7
Columbus Day, Monday, October 12

Veterans Day, Wednesday, November 11
Thanksgiving Day, Thursday, November 26
Friday after Thanksgiving, Friday, November 27
Christmas Day, Friday, December 25
Employee's Birthday
Floating Holiday

The Floating Holiday is to be taken at the mutual convenience of the employee and the department. This holiday is not compensable and cannot be accrued or transferred from one fiscal year to the next. Only career employees having more than nine (9) pay periods of County service are eligible to use this holiday. The employee earns this holiday at the beginning of each fiscal year (October 1st).

The Birthday Holiday is also taken at the mutual convenience of the employee and the department and must be taken within six months of occurrence or it is forfeited. Neither the Birthday Holiday nor the Floating Holiday is paid out at termination.

Employees who are out of pay status for any portion of the day before or after a holiday will not be eligible to be paid for, or bank, the holiday.

- c: Honorable Carlos Alvarez, Mayor
- Dennis Morales, Chief of Staff
- Office of the Mayor
- George M. Burgess, County Manager
- Assistant County Managers
- Departmental Personnel Representatives
- Human Resources Sr. Staff
- Union Presidents