Memorandum

MIAMI-DADE COUNTY

Date: July 6, 2016

To: Department Directors

From: Arleene Cuellar, Director
Human Resources Department

Subject: Bi-weekly Pay Periods and County Holidays – 2017

The following bi-weekly pay periods and paydays for the year 2017 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	12/19/2016	1/1/2017	1/6/2017		*14	6/19/2017	7/2/2017	7/7/2017
*2	1/2/2017	1/15/2017	1/20/2017		15	7/3/2017	7/16/2017	7/21/2017
3	1/16/2017	1/29/2017	2/3/2017		16	7/17/2017	7/30/2017	8/4/2017
4	1/30/2017	2/12/2017	2/17/2017		17	7/31/2017	8/13/2017	8/18/2017
5	2/13/2017	2/26/2017	3/3/2017		18	8/14/2017	8/27/2017	9/1/2017
6	2/27/2017	3/12/2017	3/17/2017		19	8/28/2017	9/10/2017	9/15/2017
7	3/13/2017	3/26/2017	3/31/2017		20	9/11/2017	9/24/2017	9/29/2017
8	3/27/2017	4/9/2017	4/14/2017		*21	9/25/2017	10/8/2017	10/13/2017
9	4/10/2017	4/23/2017	4/28/2017		22	10/9/2017	10/22/2017	10/27/2017
10	4/24/2017	5/7/2017	5/12/2017		23	10/23/2017	11/5/2017	Thursday 11/9/2017
11	5/8/2017	5/21/2017	5/26/2017		*24	11/6/2017	11/19/2017	Wednesday 11/22/2017
12	5/22/2017	6/4/2017	6/9/2017		25	11/20/2017	12/3/2017	12/8/2017
13	6/5/2017	6/18/2017	6/23/2017		26	12/4/2017	12/17/2017	12/22/2017

* Revised schedule for time collection (ePARs) due to holiday

The following are the thirteen (13) County observed holidays for the year 2017, unless otherwise specified by collective bargaining agreement:

New Year's Day 2017, Monday, January 2, 2017
Martin Luther King's Birthday, Monday, January 16
President's Day, Monday, February 20
Memorial Day, Monday, May 29
Independence Day, Tuesday, July 4
Labor Day, Monday, September 4
Columbus Day, Monday, October 9
Veterans Day, Friday, November 10
Thanksgiving Day, Thursday, November 23
Friday after Thanksgiving, Friday, November 24
Christmas Day, Monday, 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 separation.

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: Office of the Mayor Senior Staff
Departmental Personnel Representatives
Human Resources Sr. Staff
Union Presidents