

Date: July 16, 2012

Memorandum



To: Department Directors
From: *Mary Lou Rizzo*
Mary Lou Rizzo, Assistant Director
Internal Services Department

Subject: Bi-weekly Pay Periods and County Holidays – 2013

The following bi-weekly pay periods and paydays for the year 2013 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	12/24/2012	1/6/2013	1/11/2013		14	6/24/2013	7/7/2013	7/12/2013
*2	1/7/2013	1/20/2013	1/25/2013		15	7/8/2013	7/21/2013	7/26/2013
3	1/21/2013	2/3/2013	2/8/2013		16	7/22/2013	8/4/2013	8/9/2013
*4	2/4/2013	2/17/2013	2/22/2013		17	8/5/2013	8/18/2013	8/23/2013
5	2/18/2013	3/3/2013	3/8/2013		*18	8/19/2013	9/1/2013	9/6/2013
6	3/4/2013	3/17/2013	3/22/2013		19	9/2/2013	9/15/2013	9/20/2013
7	3/18/2013	3/31/2013	4/5/2013		20	9/16/2013	9/29/2013	10/4/2013
8	4/1/2013	4/14/2013	4/19/2013		*21	9/30/2013	10/13/2013	10/18/2013
9	4/15/2013	4/28/2013	5/3/2013		22	10/14/2013	10/27/2013	11/1/2013
10	4/29/2013	5/12/2013	5/17/2013		*23	10/28/2013	11/10/2013	11/15/2013
*11	5/13/2013	5/26/2013	5/31/2013		*24	11/11/2013	11/24/2013	11/27/2013
12	5/27/2013	6/9/2013	6/14/2013		25	11/25/2013	12/8/2013	12/13/2013
13	6/10/2013	6/23/2013	6/28/2013		26	12/9/2013	12/22/2013	12/27/2013

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

The following are the thirteen (13) County-observed holidays for the year 2013, unless otherwise specified by collective bargaining agreement:

New Year's Day 2013, Tuesday, January 1, 2013
Martin Luther King's Birthday, Monday, January 21
President's Day, Monday, February 18
Memorial Day, Monday, May 27
Independence Day, Thursday, July 4
Labor Day, Monday, September 2
Columbus Day, Monday, October 14

Veterans Day, Monday, November 11
Thanksgiving Day, Thursday, November 28
Friday after Thanksgiving, Friday, November 29
Christmas Day, Wednesday, 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
Internal Services Department Senior Staff
Union Presidents