

Memorandum



Date: July 26, 2019

To: Department Directors

From: Arleene Cuellar, Director
Human Resources Department

Subject: Bi-weekly Pay Periods and County Holidays – 2020

The following bi-weekly pay periods and paydays for the year 2020 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	12/16/2019	12/29/2019	1/3/2020		*14	6/15/2020	6/28/2020	Thursday 7/2/2020
2	12/30/2019	1/12/2020	1/17/2020		15	6/29/2020	7/12/2020	7/17/2020
3	1/13/2020	1/26/2020	1/31/2020		16	7/13/2020	7/26/2020	7/31/2020
4	1/27/2020	2/9/2020	2/14/2020		17	7/27/2020	8/9/2020	8/14/2020
5	2/10/2020	2/23/2020	2/28/2020		18	8/10/2020	8/23/2020	8/28/2020
6	2/24/2020	3/8/2020	3/13/2020		*19	8/24/2020	9/6/2020	9/11/2020
7	3/9/2020	3/22/2020	3/27/2020		20	9/7/2020	9/20/2020	9/25/2020
8	3/23/2020	4/5/2020	4/10/2020		21	9/21/2020	10/4/2020	10/9/2020
9	4/6/2020	4/19/2020	4/24/2020		22	10/5/2020	10/18/2020	10/23/2020
10	4/20/2020	5/3/2020	5/8/2020		23	10/19/2020	11/1/2020	11/6/2020
11	5/4/2020	5/17/2020	5/22/2020		24	11/2/2020	11/15/2020	11/20/2020
12	5/18/2020	5/31/2020	6/5/2020		25	11/16/2020	11/29/2020	12/4/2020
13	6/1/2020	6/14/2020	6/19/2020		26	11/30/2020	12/13/2020	12/18/2020
					27	12/14/2020	12/27/2020	Thursday 12/31/2020

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

The following are the County observed holidays for the year 2020:

New Year's Day, Wednesday, January 1, 2020
 Martin Luther King's Birthday, Monday, January 20
 President's Day, Monday, February 17
 Memorial Day, Monday, May 25
 Independence Day, Friday, July 3
 Labor Day, Monday, September 7
 Columbus Day, Monday, October 12

Veteran's 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(s) – in accordance with the employee's collective bargaining agreement

The Floating Holiday(s) 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(s) 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(s) 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 Senior Staff
- Union Presidents