

Memorandum



Date: August 24, 2021

To: Department Directors

From: Arleene Cuellar, Director
Human Resources Department

Subject: Bi-weekly Pay Periods and County Holidays – 2022

The following bi-weekly pay periods and paydays for the year 2022 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	12/27/2021	1/9/2022	1/14/2022		14	6/27/2022	7/10/2022	7/15/2022
2	1/10/2022	1/23/2022	1/28/2022		15	7/11/2022	7/24/2022	7/29/2022
3	1/24/2022	2/6/2022	2/11/2022		16	7/25/2022	8/7/2022	8/12/2022
*4	2/7/2022	2/20/2022	2/25/2022		17	8/8/2022	8/21/2022	8/26/2022
5	2/21/2022	3/6/2022	3/11/2022		*18	8/22/2022	9/4/2022	9/9/2022
6	3/7/2022	3/20/2022	3/25/2022		19	9/5/2022	9/18/2022	9/23/2022
7	3/21/2022	4/3/2022	4/8/2022		20	9/19/2022	10/2/2022	10/7/2022
8	4/4/2022	4/17/2022	4/22/2022		21	10/3/2022	10/16/2022	10/21/2022
9	4/18/2022	5/1/2022	5/6/2022		22	10/17/2022	10/30/2022	11/4/2022
10	5/2/2022	5/15/2022	5/20/2022		23	10/31/2022	11/13/2022	11/18/2022
*11	5/16/2022	5/29/2022	6/3/2022		24	11/14/2022	11/27/2022	12/2/2022
12	5/30/2022	6/12/2022	6/17/2022		25	11/28/2022	12/11/2022	12/16/2022
13	6/13/2022	6/26/2022	7/1/2022		*26	12/12/2022	12/25/2022	12/30/2022

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

The following are the County observed holidays for the year 2022:

New Year's Day, Friday, December 31, 2021
Martin Luther King's Birthday, Monday, January 17
President's Day, Monday, February 21
Memorial Day, Monday, May 30
Juneteenth Day, Monday, June 20
Independence Day, Monday, July 4
Labor Day, Monday, September 5
Columbus Day, Monday, October 10

Veteran's Day, Friday, November 11
Thanksgiving Day, Thursday, November 24
Friday after Thanksgiving, Friday, November 25
Christmas Day, Monday, December 26
Employee's Birthday
Floating Holiday(s) – in accordance with the employee's collective bargaining agreement

****Juneteenth, Monday, June 20, 2022: Per Resolution 1124-20, the Juneteenth holiday is granted to all non-bargaining employees and bargaining unit employees whose agreements provide for this holiday.***

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