

Memorandum



Date: July 31, 2020

To: Department Directors

From: Arleene Cuellar, Director
Human Resources Department

Subject: Bi-weekly Pay Periods and County Holidays – 2021

The following bi-weekly pay periods and paydays for the year 2021 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	12/28/2020	1/10/2021	1/15/2021		14	6/28/2021	7/11/2021	7/16/2021
2	1/11/2021	1/24/2021	1/29/2021		15	7/12/2021	7/25/2021	7/30/2021
3	1/25/2021	2/7/2021	2/12/2021		16	7/26/2021	8/8/2021	8/13/2021
4	2/8/2021	2/21/2021	2/26/2021		17	8/9/2021	8/22/2021	8/27/2021
5	2/22/2021	3/7/2021	3/12/2021		*18	8/23/2021	9/5/2021	9/10/2021
6	3/8/2021	3/21/2021	3/26/2021		19	9/6/2021	9/19/2021	9/24/2021
7	3/22/2021	4/4/2021	4/9/2021		20	9/20/2021	10/3/2021	10/8/2021
8	4/5/2021	4/18/2021	4/23/2021		21	10/4/2021	10/17/2021	10/22/2021
9	4/19/2021	5/2/2021	5/7/2021		22	10/18/2021	10/31/2021	11/5/2021
10	5/3/2021	5/16/2021	5/21/2021		23	11/1/2021	11/14/2021	11/19/2021
*11	5/17/2021	5/30/2021	6/4/2021		24	11/15/2021	11/28/2021	12/3/2021
12	5/31/2021	6/13/2021	6/18/2021		25	11/29/2021	12/12/2021	12/17/2021
13	6/14/2021	6/27/2021	7/2/2021		*26	12/13/2021	12/26/2021	Thursday 12/30/2021

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

The following are the County observed holidays for the year 2021:

New Year's Day, Friday, January 1, 2021
Martin Luther King's Birthday, Monday, January 18
President's Day, Monday, February 15
Memorial Day, Monday, May 31
Independence Day, Monday, July 5
Labor Day, Monday, September 6
Columbus Day, Monday, October 11

Veteran's Day, Thursday, November 11
Thanksgiving Day, Thursday, November 25
Friday after Thanksgiving, Friday, November 26
Christmas Day, Friday, December 24
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