

# Memorandum



**Date:** July 3, 2024

**To:** Department Directors

**From:** Melanie McLean, Interim Director  
Human Resources Department *Melanie McLean*

**Subject:** Bi-weekly Pay Periods and County Holidays – 2025

Below is a list of pay period dates and paydays for 2025. When entering time and attendance, employees are encouraged to enter hours scheduled to work for the two-week period. Hours worked and absence requests are entered on the INFORMS Employee Self Service system or via a timekeeper in various departments. Hours not paid or approved in the current payroll cycle will be paid, upon approval and completion by the department, as an adjustment in the following paycheck. Miami-Dade Fire Rescue and Bus and Rail Operators use a different system for time collection. Early time collection cutoff dates will be communicated to Departmental Personnel Representatives as needed.

PP #	Week 1 Beginning	Week 2 Beginning	Pay Period Ending	Payday
1	12/23/2024	12/30/2024	1/5/2025	1/10/2025
2	1/6/2025	1/13/2025	1/19/2025	1/24/2025
3	1/20/2025	1/27/2025	2/2/2025	2/7/2025
4	2/3/2025	2/10/2025	2/16/2025	2/21/2025
5	2/17/2025	2/24/2025	3/2/2025	3/7/2025
6	3/3/2025	3/10/2025	3/16/2025	3/21/2025
7	3/17/2025	3/24/2025	3/30/2025	4/4/2025
8	3/31/2025	4/7/2025	4/13/2025	4/18/2025
9	4/14/2025	4/21/2025	4/27/2025	5/2/2025
10	4/28/2025	5/5/2025	5/11/2025	5/16/2025
11	5/12/2025	5/19/2025	5/25/2025	5/30/2025
12	5/26/2025	6/2/2025	6/8/2025	6/13/2025
13	6/9/2025	6/16/2025	6/22/2025	6/27/2025
14	6/23/2025	6/30/2025	7/6/2025	7/11/2025
15	7/7/2025	7/14/2025	7/20/2025	7/25/2025
16	7/21/2025	7/28/2025	8/3/2025	8/8/2025
17	8/4/2025	8/11/2025	8/17/2025	8/22/2025
18	8/18/2025	8/25/2025	8/31/2025	9/5/2025
19	9/1/2025	9/8/2025	9/14/2025	9/19/2025
20	9/15/2025	9/22/2025	9/28/2025	10/3/2025
21	9/29/2025	10/6/2025	10/12/2025	10/17/2025
22	10/13/2025	10/20/2025	10/26/2025	10/31/2025
23	10/27/2025	11/3/2025	11/9/2025	11/14/2025
24	11/10/2025	11/17/2025	11/23/2025	11/26/2025 (Wednesday)
25	11/24/2025	12/1/2025	12/7/2025	12/12/2025
26	12/8/2025	12/15/2025	12/21/2025	12/26/2025

The following are the County holidays for 2025:

	<b>Holiday</b>	<b>Date</b>
1	New Year's Day	Wednesday, January 1, 2025
2	Martin Luther King's Birthday	Monday, January 20, 2025
3	President's Day	Monday, February 17, 2025
4	Law Enforcement Appreciation Day*	Friday, May 9, 2025
5	Memorial Day	Monday, May 26, 2025
6	Juneteenth Day	Thursday, June 19, 2025
7	Independence Day	Friday, July 4, 2025
8	Labor Day	Monday, September 1, 2025
9	Columbus Day	Monday, October 13, 2025
10	Veteran's Day	Tuesday, November 11, 2025
11	Thanksgiving Day	Thursday, November 27, 2025
12	Friday after Thanksgiving	Friday, November 28, 2025
13	Christmas Day	Thursday, December 25, 2025
14	Employee's Birthday	
15	(3) Floating Holidays*	

\*Holiday benefits are in accordance with collective bargaining agreements.

The Floating Holidays are 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 these holidays 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 the actual birthday, or it is forfeited. Neither the Birthday Holiday nor the Floating Holidays are paid out at separation.

Employees who are out of pay status for any portion of the day before or after a County observed 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 Staff  
 Union Presidents