


Memorandum



Date: August 3, 2022

To: Department Directors

From: Arlene Cuellar, Director 
Human Resources Department

Subject: Bi-weekly Pay Periods and County Holidays – 2023- revised

Below is a list of pay period dates and paydays for 2023. 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 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	12/26/2022	1/2/2023	1/8/2023	1/13/2023
2	1/9/2023	1/16/2023	1/22/2023	1/27/2023
3	1/23/2023	1/30/2023	2/5/2023	2/10/2023
4	2/6/2023	2/13/2023	2/19/2023	2/24/2023
5	2/20/2023	2/27/2023	3/5/2023	3/10/2023
6	3/6/2023	3/13/2023	3/19/2023	3/24/2023
7	3/20/2023	3/27/2023	4/2/2023	4/7/2023
8	4/3/2023	4/10/2023	4/16/2023	4/21/2023
9	4/17/2023	4/24/2023	4/30/2023	5/5/2023
10	5/1/2023	5/8/2023	5/14/2023	5/19/2023
11	5/15/2023	5/22/2023	5/28/2023	6/2/2023
12	5/29/2023	6/5/2023	6/11/2023	6/16/2023
13	6/12/2023	6/19/2023	6/25/2023	6/30/2023
14	6/26/2023	7/3/2023	7/9/2023	7/14/2023
15	7/10/2023	7/17/2023	7/23/2023	7/28/2023
16	7/24/2023	7/31/2023	8/6/2023	8/11/2023
17	8/7/2023	8/14/2023	8/20/2023	8/25/2023
18	8/21/2023	8/28/2023	9/3/2023	9/8/2023
19	9/4/2023	9/11/2023	9/17/2023	9/22/2023
20	9/18/2023	9/25/2023	10/1/2023	10/6/2023
21	10/2/2023	10/9/2023	10/15/2023	10/20/2023
22	10/16/2023	10/23/2023	10/29/2023	11/3/2023
23	10/30/2023	11/6/2023	11/12/2023	11/17/2023
24	11/13/2023	11/20/2023	11/26/2023	12/1/2023
25	11/27/2023	12/4/2023	12/10/2023	12/15/2023
26	12/11/2023	12/18/2023	12/24/2023	12/29/2023

The following are the County holidays for 2023:

	Holiday	Date
1	New Year's Day	Monday, January 2, 2023
2	Martin Luther King's Birthday	Monday, January 16, 2023
3	President's Day	Monday, February 20, 2023
4	Law Enforcement Appreciation Day*	Friday, May 12, 2023
5	Memorial Day	Monday, May 29, 2023
6	Juneteenth Day	Monday, June 19, 2023
7	Independence Day	Tuesday, July 4, 2023
8	Labor Day	Monday, September 4, 2023
9	Columbus Day	Monday, October 9, 2023
10	Veteran's Day	Friday, November 10, 2023
11	Thanksgiving Day	Thursday, November 23, 2023
12	Friday after Thanksgiving	Friday, November 24, 2023
13	Christmas Day	Monday, December 25, 2023
14	Employee's Birthday	
15	Floating Holiday	
16	Floating Holiday	
17	Floating Holiday*	

*Law Enforcement Appreciation Day, third floating holiday, additional floating holiday or other holiday observances 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