



2017 HOLIDAY AND PAYROLL SCHEDULE

 HOLIDAY
 PAYDAY
 TIMESHEETS DUE
 APPROVALS DUE

JANUARY							FEBRUARY							MARCH								
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
29	30	31					26	27	28					26	27	28	29	30	31			
APRIL							MAY							JUNE								
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
						1	1	2	3	4	5	6					1	2	3			
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30			
30																						
JULY							AUGUST							SEPTEMBER								
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
						1				1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30		
30	31																					
OCTOBER							NOVEMBER							DECEMBER								
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
1	2	3	4	5	6	7				1	2	3	4							1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30		
														31								

NOTE: Timesheets are due by noon on the dates indicated in **RED** above.
 Supervisor timesheet approvals are due by noon on the dates indicated in **GREY** above.
 ***The last pay period of the year runs 12/11 through 12/31, but timesheets are still due on 12/22.

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| New Year's Day (observed) – Monday, January 2 | Labor Day – Monday, September 4 |
| Martin Luther King Jr. Day – Monday, January 16 | Columbus Day – Monday, October 9 |
| Inauguration Day- Friday, January 20 | Veterans Day – Friday, November 10 |
| Presidents' Day – Monday, February 20 | Thanksgiving – Thursday & Friday, November 23 & 24 |
| Memorial Day – Monday, May 29 | Christmas Day – Monday, December 25 |
| Independence Day – Tuesday, July 4 | |