



Patrick & Henry Community College 2023 Pay & Holiday Calendar for Full Time Employees

Pay Period Begins	Pay Period Ends	Stipend Requests Due to HR (if applicable)	Pay Dates	PHCC Holidays (8 hours unless noted)	
December 25	January 9	December 23	January 13	2023	
January 10	January 24	January 12	February 1		
January 25	February 9	January 27	February 16		
February 10	February 24	February 9	March 1		New Year's Day
February 25	March 9	February 24	March 16		January 2
March 10	March 24	March 13	March 31		Martin Luther King Day
					January 16
March 25	April 9	March 27	April 14		Memorial Day
April 10	April 24	April 11	May 1		May 29
April 25	May 9	April 27	May 16		Juneteenth
May 10	May 24	May 13	June 1		June 19
May 25	June 9	May 29	June 16		Independence Day
June 10	June 24	June 13	July 3	July 4	
June 25	July 9	June 26	July 14	Labor Day	
July 10	July 24	July 12	August 1	September 4	
July 25	August 9	July 27	August 16	Election Day	
August 10	August 24	August 14	September 1	November 7	
August 25	September 9	August 28	September 15	Thanksgiving	
September 10	September 24	September 11	September 29	November 23	
				November 24	
September 25	October 9	September 25	October 16	Christmas /New Year's	
October 10	October 24	October 12	November 1	December 25	
October 25	November 9	October 25	November 16	December 26	
November 10	November 24	November 9	December 1	December 27	
November 25	December 9	November 27	December 15	December 28	
December 10	December 24	December 8	December 29	December 29	

- Timesheets must be complete by the day after the pay period ends. Due dates are typically the 10th and 25th of the month unless the date is a weekend or holiday.
 - Shared services will send a reminder email for Supervisor approvals.
- All special payments and stipends must be received by the date listed above in order to be paid on the payroll listed. This is a SSC requirement.