



Patrick & Henry Community College 2024 Pay & Holiday Calendar for Full Time Employees

Pay Period Begins	Pay Period Ends	Stipend Requests Due to HR (if applicable)	Pay Dates	P&HCC Holidays <small>(8 hours unless noted)</small>
December 25	January 9	January 3	January 16	2024
January 10	January 24	January 17	February 1	
January 25	February 9	February 1	February 16	New Year's Day
February 10	February 24	February 15	March 1	January 1
February 25	March 9	February 29	March 15	Martin Luther King Day
March 10	March 24	March 14	March 29	January 15
				Memorial Day
March 25	April 9	April 1	April 16	May 27
April 10	April 24	April 16	May 1	Juneteenth
April 25	May 9	May 1	May 16	June 19
May 10	May 24	May 15	May 31	Independence Day
May 25	June 9	May 30	June 14	July 4
				Labor Day
June 10	June 24	June 14	July 1	September 2
June 25	July 9	July 1	July 16	Election Day
July 10	July 24	July 17	August 1	November 5
July 25	August 9	August 1	August 16	Thanksgiving
August 10	August 24	August 15	August 30	November 27 (4hrs)
August 25	September 9	August 30	September 16	November 28
September 10	September 24	September 13	September 30	November 29
				Christmas /New Year's
September 25	October 9	September 30	October 16	December 24
October 10	October 24	October 17	November 1	December 25
October 25	November 9	October 30	November 15	December 26
November 10	November 24	November 13	November 29	December 27
November 25	December 9	November 29	December 16	December 30
December 10	December 24	December 12	December 31	December 31
<ul style="list-style-type: none"> • 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. 				