



## Patrick & Henry Community College

### 2024 Pay & Holiday Calendar for Wage Employees

Pay Period Begins	Pay Period Ends	* Timesheets Due	** Supervisor Approvals Due	Pay Dates	P&HCC Holidays (8 hours unless noted)
December 15	December 28	December 21	December 22	January 12	<b>2024</b>
December 29	January 11	January 12	January 15	January 26	
January 12	January 25	January 26	January 29	February 9	New Year's Day
January 26	February 8	February 9	February 12	February 23	
February 9	February 22	February 23	February 26	March 8	January 1
February 23	March 7	March 8	March 11	March 22	Martin Luther King Day
March 8	March 21	March 22	March 25	April 5	January 15
March 22	April 4	April 5	April 8	April 19	
April 5	April 18	April 19	April 22	May 3	Memorial Day
April 19	May 2	May 3	May 6	May 17	May 27
May 3	May 16	May 17	May 20	May 31	Juneteenth
May 17	May 30	May 31	June 3	June 14	June 19
May 31	June 13	June 14	June 17	June 28	Independence Day
June 14	June 27	June 28	July 1	July 12	July 4
June 28	July 11	July 12	July 15	July 26	Labor Day
July 12	July 25	July 26	July 29	August 9	September 2
July 26	August 8	August 9	August 12	August 23	Election Day
August 9	August 22	August 23	August 26	September 6	November 5
August 23	September 5	September 6	September 9	September 20	Thanksgiving
September 6	September 19	September 20	September 23	October 4	(4hrs) November 27
September 20	October 3	October 4	October 7	October 18	November 28
October 4	October 17	October 18	October 21	November 1	November 29
October 18	October 31	November 1	November 4	November 15	Christmas / New Year's
November 1	November 14	November 15	November 18	November 29	December 24
November 15	November 28	November 26	November 27	December 13	December 25
November 29	December 12	December 13	December 16	December 27	December 26
					December 27
					December 30
					December 31

\* Timesheets are due by 10:30 am on due dates. Due dates are typically Fridays unless otherwise noted.

\*\* Supervisor approvals are due by 12:00 pm on due dates. Due dates are typically on Mondays unless otherwise noted.

Shared services will send reminder email on Friday and Monday for Supervisor approvals. Please be sure to have the time approved on Monday, so that the payroll can be processed on time.