



Patrick & Henry Community College 2025 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 (8 hours unless noted)
December 25	January 9	January 3	January 16	2025
January 10	January 24	January 16	January 31	
January 25	February 9	January 30	February 14	New Year's Day
February 10	February 24	February 13	February 28	January 1
February 25	March 9	February 27	March 14	Martin Luther King Day
March 10	March 24	March 14	March 31	January 20
				Memorial Day
March 25	April 9	April 1	April 16	May 26
April 10	April 24	April 16	May 1	Juneteenth
April 25	May 9	May 1	May 16	June 19
May 10	May 24	May 14	May 30	Independence Day
May 25	June 9	May 30	June 16	July 4
				Labor Day
June 10	June 24	June 16	July 1	September 1
June 25	July 9	July 1	July 16	Thanksgiving
July 10	July 24	July 17	August 1	November 26 (4 hours)
July 25	August 9	July 31	August 15	November 27
August 10	August 24	August 14	August 29	November 28
August 25	September 9	September 1	September 16	Christmas /New Year's
September 10	September 24	September 15	September 30	December 23 (4 hours)
				December 24
September 25	October 9	September 30	October 16	December 25
October 10	October 24	October 16	October 31	December 26
October 25	November 9	October 29	November 14	December 29
November 10	November 24	November 12	December 1	December 30
November 25	December 9	December 1	December 16	December 31
December 10	December 24	December 12	December 31	

- Timesheets must be complete by the day the pay period ends. Due dates are typically the 9th and 24th 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.**