



## Patrick & Henry Community College

### 2025 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 13	December 26	December 27	December 30	January 10	<b>2025</b>
December 27	January 9	January 10	January 13	January 24	
January 10	January 23	January 24	January 27	February 7	New Year's Day
January 24	February 6	February 7	February 10	February 21	
February 7	February 20	February 21	February 24	March 7	January 1
February 21	March 6	March 7	March 10	March 21	Martin Luther King Day
March 7	March 20	March 21	March 24	April 4	January 20
March 21	April 3	April 4	April 7	April 18	
April 4	April 17	April 18	April 21	May 2	Memorial Day
April 18	May 1	May 2	May 5	May 16	May 26
May 2	May 15	May 16	May 19	May 30	Juneteenth
May 16	May 29	May 30	June 2	June 13	June 19
May 30	June 12	June 13	June 16	June 27	Independence Day
June 13	June 26	June 27	June 30	July 11	July 4
June 27	July 10	July 11	July 14	July 25	Labor Day
July 11	July 24	July 25	July 28	August 8	September 1
July 25	August 7	August 8	August 11	August 22	Thanksgiving
August 8	August 21	August 22	August 25	September 5	(4hrs) November 26
August 22	September 4	September 5	September 8	September 19	November 27
September 5	September 18	September 19	September 22	October 3	November 28
September 19	October 2	October 3	October 6	October 17	Christmas / New Year's
October 3	October 16	October 17	October 20	October 31	December 23 (4 Hours)
October 17	October 30	October 31	November 3	November 14	December 24
October 31	November 13	November 14	November 17	November 28	December 25
November 14	November 27	November 26	December 1	December 12	December 26
November 28	December 11	December 12	December 15	December 26	December 29
					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.