
INTEROFFICE MEMORANDUM

TO: ALL EMPLOYEES
FROM: Paul G. Dailey
SUBJECT: **UPCOMING DATES FOR 2025**



Listed below are the dates for receiving of paychecks and observation dates of holidays.

Dates for receiving of paychecks:

December 27, 2024	May 02, 2025	September 05, 2025
January 10, 2025	May 16, 2025	September 19, 2025
January 24, 2025	May 30, 2025	October 03, 2025
February 07, 2025	June 13, 2025	October 17, 2025
February 21, 2025	June 27, 2025	October 31, 2025
March 07, 2025	July 11, 2025	November 14, 2025
March 21, 2025	July 25, 2025	November 28, 2025
April 04, 2025	August 08, 2025	December 12, 2025
April 18, 2025	August 22, 2025	December 26, 2025

Observation dates of holidays:

New Year's Day	<i>January 1, 2025</i>
MLK Day	<i>January 20, 2025</i>
Memorial Day	<i>May 26, 2025</i>
Juneteenth	<i>June 19, 2025</i>
Independence Day	<i>July 4, 2025</i>
Labor Day	<i>September 1, 2025</i>
Veteran's Day	<i>November 11, 2025</i>
Thanksgiving Day(s)	<i>November 27 & 28, 2025</i>
Christmas Day(s)	<i>December 24 & 25, 2025</i>

Note: All City employees are expected to take their accrued annual leave during the fiscal year. In the event that work circumstances prevent an employee from taking all annual leave, the City will allow employees to bank unused annual leave at the end of the fiscal year in June 30, 2025. **The maximum that can be banked should not exceed one week (40, 43, or 56 hours depending on department) per year.** *Department Managers are responsible for making sure that employees take their annual leave and banking the vacation is to be used only to prevent loss of the benefit up to 240 hours.*

If you have any questions concerning any of the above information, please call the Human Resources office at 770.385.2025.

Thank You!