
INTEROFFICE MEMORANDUM

TO: ALL EMPLOYEES
FROM: Paul G. Dailey
SUBJECT: UPCOMING DATES FOR 2026



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

Dates for receiving of paychecks:

December 26, 2025	May 01, 2026	September 04, 2026
January 9, 2026	May 15, 2026	September 18, 2026
January 23, 2026	May 29, 2026	October 02, 2026
February 06, 2026	June 12, 2026	October 16, 2026
February 20, 2026	June 26, 2026	October 30, 2026
March 06, 2026	July 10, 2026	November 13, 2026
March 20, 2026	July 24, 2026	November 27, 2026
April 03, 2026	August 07, 2026	December 11, 2026
April 17, 2026	August 21, 2026	December 23, 2026

Observation dates of holidays:

New Year's Day	<i>January 1, 2026</i>
MLK Day	<i>January 19, 2026</i>
Memorial Day	<i>May 25, 2026</i>
Juneteenth	<i>June 19, 2026</i>
Independence Day	<i>July 3, 2026 (*July 4, 2026)</i>
Labor Day	<i>September 7, 2026</i>
Veteran's Day	<i>November 11, 2026</i>
Thanksgiving Day(s)	<i>November 26 & 27, 2026</i>
Christmas Day(s)	<i>December 24 & 25, 2026</i>

*(Dates for overtime calculations for Holiday pay for Police, 911 and 24 hour non-public safety)

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, 2026. **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!