Month	Pay Period Dates	Holidays	Time Card Due Date	Pay Date	Non-Exempt Hours paid this period **
December	12/16/18 - 12/31/18	12/25/2018 - 1/1/2019, Winter Break	1/2/19	01/10/2019, Thu	88
January	01/01/19 - 01/15/19		*1/15/2019	01/25/2019, Fri	88
	01/16/19 - 01/31/19	1/21/2019 Martin Luther King, Jr. Day	1/31/19	02/08/2019, Fri	96
February	02/01/19 - 02/15/19		2/15/19	02/25/2019, Mon	88
	02/16/19- 02/28/19		2/28/19	03/08/2019, Fri	72
March	03/01/19 - 03/15/19		3/15/19	03/25/2019, Mon	88
	03/16/19 - 03/31/19	4/1/19 Cesar Chavez Day	3/29/19	04/10/2019, Wed	80
April	04/01/19 - 04/15/19		4/16/19	04/25/2019, Thu	88
	04/16/19 - 04/30/19		5/1/19	05/10/2019, Fri	88
May	05/01/19 - 05/15/19		5/16/19	05/24/2019, Fri	88
	05/16/19 - 05/31/19	5/27/2019 Memorial Day	5/31/19	06/10/2019, Mon	96
June	06/01/19 - 06/15/19		6/17/19	06/25/2019, Tue	80
	06/16/19 - 06/30/19		7/1/19	07/10/2019, Wed	80
July	07/01/19 - 07/15/19	7/4/2019 Independence Day	7/16/19	07/25/2019, Thu	88
	07/16/19 - 07/31/19		8/1/19	08/9/2019, Fri	96
August	08/01/19 - 08/15/19		8/15/19	08/23/2019, Fri	88
	08/16/19 - 08/31/19		*8/30/2019	09/10/2019, Tue	88
September	09/01/19 - 09/15/19	9/2/2019 Labor Day	9/16/19	09/25/2019, Wed	80
	09/16/19 - 09/30/19		10/1/19	10/10/2019, Thu	88
October	10/01/19 - 10/15/19		10/16/19	10/25/2019, Fri	88
	10/16/19 - 10/31/19		10/31/19	11/08/2019, Fri	96
November	11/01/19 - 11/15/19	11/11/2019 Veteran's Day	11/15/19	11/25/2019, Mon	88
	11/16/19 - 11/30/19	11/28/19 Thanksgiving Day	12/2/19	12/10/2019, Tue	80
December	12/01/19-12/15/19		*12/13/2019	12/23/2019, Mon	80
	12/16/19 - 12/31/19	12/25/2019 - 1/1/2020	1/2/20	1/10/2020, Fri	96
		Winter Break			

* Earlier date that usual due to Foundation and / or Bank holiday.

** Non-exempt hours were calculated based on the assumption that an employee works 8 hours each day during the pay period. Hours will vary depending on his / her work schedule.

ALL BENEFITED EMPLOYEES must use Vacation or OPA for 11/29/19 on their Time Card. The Foundation is closed on 11/29/19, but it is not a paid holiday.

Time cards must be delivered to the Foundation Office by 5 p.m. on the due date. Time Cards submitted after the due date may be processed on the following payroll. Checks are ready for pick-up between 9 a.m. and 1 p.m. on pay day. Checks not picked up or directed to be held will be mailed at 1 p.m. on pay day. For additional information call Payroll Staff at 985-8486 or 985-8487.

ID NEEDED TO PICK UP A PAY CHECK:

To pick up a pay check the employee must provide an identification card with a picture (such as a driver's license). Pay checks may be released to an individual other than the employee only if the employee signs a note authorizing a specific individual to pick up their pay check on a particular pay day and a valid ID is presented.