

2021 CCSD PAYROLL CALENDAR

FIRE ONLY		Biweekly Pay Per Beg Date <i>Begins Fri p.m.</i>	PERS Pay Per Begin Date <i>Saturday</i>	Biweekly Pay Per End Date <i>Ends Fri a.m.</i>	Paycheck Date	<i>Standard Holidays Observed on:</i>
FLSA Work Cycle Beg Date	FLSA Work Cycle End Date					
		12/18	12/19	01/01	01/08/2021	<i>12/25/20 Christmas Day 1/1/2020 New Year's Day</i>
12/18	01/10	01/01	01/02	01/15	01/22/2021	
		01/15	01/16	01/29	02/05/2021	<i>1/18 Martin Luther King Day</i>
01/11	02/03	01/29	01/30	02/12	02/19/2021	
		02/12	02/13	02/26	03/05/2021	<i>02/15 Presidents' Day</i>
02/04	02/27	02/26	02/27	03/12	03/19/2021	
02/28	03/23	03/12	03/13	03/26	04/02/2021	
		03/26	03/27	04/09	04/16/2021	
03/24	04/16	04/09	04/10	04/23	04/30/2021	
		04/23	04/24	05/07	05/14/2021	
04/17	05/10	05/07	05/08	05/21	05/28/2021	
05/11	06/03	05/21	05/22	06/04	06/11/2021	<i>5/31 Memorial Day</i>
		06/04	06/05	06/18	06/25/2021	
06/04	06/27	06/18	06/19	07/02	07/09/2021	<i>7/5 Independence Day</i>
		07/02	07/03	07/16	07/23/2021	
06/28	07/21	07/16	07/17	07/30	08/06/2021	
		07/30	07/31	08/13	08/20/2021	
07/22	08/14	08/13	08/14	08/27	09/03/2021	
08/15	09/07	08/27	08/28	09/10	09/17/2021	<i>9/6 Labor Day</i>
		09/10	09/11	09/24	10/01/2021	
09/08	10/01	09/24	09/25	10/08	10/15/2021	
		10/08	10/09	10/22	10/29/2021	<i>10/11 Columbus Day</i>
10/02	10/25	10/22	10/23	11/05	11/12/2021	
10/26	11/18	11/05	11/06	11/19	11/24/2021	<i>11/11 Veterans Day</i>
		11/19	11/20	12/03	12/10/2021	<i>11/25 Thanksgiving *11/26 - 8 hour day</i>
11/19	12/12	12/03	12/04	12/17	12/23/2021	

Std Holidays: If an official holiday dates falls on your SDO, ALWAYS keep your SDO as normally scheduled on your time sheet.

Submit a PLF to your supervisor to request to move the Std Holiday to another day.

Team A and Admin will need to do this for 12/25/20 and for 1/1/21. * 11/26 IS AN 8 HOUR STANDARD HOLIDAY.

Team B: If you move your 8 hour Std Holiday to a regularly scheduled 9 hour day, use 1 hour from one of your other leave banks to cover the full 9 hours taken off. (i.e. Comp time, Float Holiday, Admin Leave)

Record "Standard Holiday" hours on the "HP" row on your timesheet.

Float Holidays: Hours are added to your Float Holiday Accrual bank on 7/1 each year. You may take float holiday time off at your discretion. Please request Float Holidays on a PLF and use the "HT" row on your timesheet.

Fire Dept Only: FLSA OT checks will be issued per chart above. Ex: Work Cycle End 1/10/21 will be pd on 1/22/21