

Archdiocese of Louisville
Parish, Agency, School Payroll Calendar

January 1 – December 31, 2020

A pay week is typically from **Sunday to Saturday** and overtime calculations for non-exempt employees should be calculated based on this seven day period. Overtime calculations do not include holiday/sick/vacation/personal leave time.
Be attentive to pay periods in which a work week falls into the next pay period when calculating overtime pay.

Paydays are the 15th and the last day of the month. If the 15th or the last day of the month falls on a Saturday, Sunday, or Holiday, pay day will be on the preceding Friday. The pay period is driven by the pay date.

Pay period for EXEMPT and NON-EXEMPT SALARY basis employees	Pay period for HOURLY employees	Timesheets due to office no later than:	File processed and released BETWEEN 8AM AND 3PM:	Pay date direct deposit funds posted to employee's account	*Holiday
1/1-1/15	12/26-1/08	Thursday, January 09, 2020	Monday, January 13, 2020	Wednesday, January 15, 2020	New Year's Day 1/1/20
1/16-1/31	1/09-1/23	Monday, January 27, 2020	Wednesday, January 29, 2020	Friday, January 31, 2020	Martin L. King 1/20
2/1-2/15	1/24-2/8	Monday, February 10, 2020	Wednesday, February 12, 2020	Friday, February 14, 2020	
2/16-2/29	2/9-2/21	Monday, February 24, 2020	Wednesday, February 26, 2020	Friday, February 28, 2020	
3/1-3/15	2/22-3/8	Monday, March 9, 2020	Wednesday, March 11, 2020	Friday, March 13, 2020	
3/16-3/31	3/9-3/23	Wednesday, March 25, 2020	Friday, March 27, 2020	Tuesday, March 31, 2020	
4/1-4/15	3/24-4/7	Thursday, April 9, 2020	Monday, April 13, 2020	Wednesday, April 15, 2020	
4/16-4/30	4/8-4/22	Friday, April 24, 2020	Tuesday, April 28, 2020	Thursday, April 30, 2020	Good Friday 4/10
5/1-5/15	4/23-5/7	Monday, May 11, 2020	Wednesday, May 13, 2020	Friday, May 15, 2020	
5/16-5/31	5/8-5/22	Friday, May 22, 2020	Wednesday, May 27, 2020	Friday, May 29, 2020	
6/1-6/15	5/23-6/7	Tuesday, June 9, 2020	Thursday, June 11, 2020	Monday, June 15, 2020	Memorial Day 5/25
6/16-6/30	6/8-6/22	Wednesday, June 24, 2020	Friday, June 26, 2020	Tuesday, June 30, 2020	
7/1-7/15	6/23-7/7	Thursday, July 9, 2020	Monday, July 13, 2020	Wednesday, July 15, 2020	Fourth of July 7/3 observed
7/16-7/31	7/8-7/23	Monday, July 27, 2020	Wednesday, July 29, 2020	Friday, July 31, 2020	
8/1-8/15	7/24-8/7	Monday, August 10, 2020	Wednesday, August 12, 2020	Friday, August 14, 2020	
8/16-8/31	8/8-8/23	Tuesday, August 25, 2020	Thursday, August 27, 2020	Monday, August 31, 2020	
9/1-9/15	8/24-9/7	Wednesday, September 9, 2020	Friday, September 11, 2020	Tuesday, September 15, 2020	Labor Day 9/7
9/16-9/30	9/8-9/22	Thursday, September 24, 2020	Monday, September 28, 2020	Wednesday, September 30, 2020	
10/1-10/15	9/23-10/7	Friday, October 9, 2020	Tuesday, October 13, 2020	Thursday, October 15, 2020	
10/16-10/31	10/8-10/23	Monday, October 26, 2020	Wednesday, October 28, 2020	Friday, October 30, 2020	
11/1-11/15	10/24-11/8	Friday, November 6, 2020	Tuesday, November 10, 2020	Friday, November 13, 2020	
11/16-11/30	11/9-11/23	Friday, November 20, 2020	Tuesday, November 24, 2020	Monday, November 30, 2020	
Please note: due to the short pay period, timesheets are due, November 20, 2020					
12/1-12/15	11/24-12/7	Wednesday, December 9, 2020	Friday, December 11, 2020	Tuesday, December 15, 2020	Thanksgiving 11/26 & 11/27
12/16-12/31	12/8-12/25	Wednesday, December 23, 2020	Tuesday, December 29, 2020	Thursday, December 31, 2020	Christmas 12/24 & 12/25

Please note: due to the holidays schedule, holiday pay for Christmas Eve and Christmas Day will need to be included on the timesheets due 12/23/20