

# Archdiocese of Louisville Parish, Agency, School Payroll Calendar

## January 1 – December 31, 2023

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 1PM on:	File processed and released BETWEEN 8AM AND 3PM:	Pay date direct deposit funds posted to employee's account	*Holiday
1/1-1/15	12/27-1/09	Monday, January 9, 2023	Wednesday, January 11, 2023	<b>Friday, January 13, 2023</b>	12/27/2022 - 1/2/2023 Christmas to New Year's Holiday
<b>Please note: due to the short pay period, timesheets are due January 9, 2023</b>					
1/16-1/31	1/10-1/24	Wednesday, January 25, 2023	Friday, January 27, 2023	<b>Tuesday, January 31, 2023</b>	Martin L. King Day 1/16/2023
2/1-2/15	1/25-2/7	Thursday, February 9, 2023	Monday, February 13, 2023	<b>Wednesday, February 15, 2023</b>	
2/16-2/28	2/8-2/21	Wednesday, February 22, 2023	Friday, February 24, 2023	<b>Tuesday, February 28, 2023</b>	
3/1-3/15	2/22-3/08	Thursday, March 9, 2023	Monday, March 13, 2023	<b>Wednesday, March 15, 2023</b>	
3/16-3/31	3/09-3/24	Monday, March 27, 2023	Wednesday, March 29, 2023	<b>Friday, March 31, 2023</b>	
4/1-4/15	3/25-4/09	Monday, April 10, 2023	Wednesday, April 12, 2023	<b>Friday, April 14, 2023</b>	Good Friday 4/7/2023
4/16-4/30	4/10-4/23	Monday, April 24, 2023	Wednesday, April 26, 2023	<b>Friday, April 28, 2023</b>	Easter Monday 4/10/2023
5/1-5/15	4/24-5/8	Tuesday, May 9, 2023	Thursday, May 11, 2023	<b>Monday, May 15, 2023</b>	
5/16-5/31	5/9-5/23	Wednesday, May 24, 2023	Friday, May 26, 2023	<b>Wednesday, May 31, 2023</b>	
6/1-6/15	5/24-6/8	Friday, June 9, 2023	Tuesday, June 13, 2023	<b>Thursday, June 15, 2023</b>	Memorial Day 5/29/2023
6/16-6/30	6/9-6/24	Monday, June 26, 2023	Wednesday, June 28, 2023	<b>Friday, June 30, 2023</b>	Juneteenth 6/19/2023
7/1-7/15	6/25-7/9	Monday, July 10, 2023	Wednesday, July 12, 2023	<b>Friday, July 14, 2023</b>	Independence Day 7/4/2023
7/16-7/31	7/10-7/24	Tuesday, July 25, 2023	Thursday, July 27, 2023	<b>Monday, July 31, 2023</b>	
8/1-8/15	7/25-8/8	Wednesday, August 9, 2023	Friday, August 11, 2023	<b>Tuesday, August 15, 2023</b>	
8/16-8/31	8/9-8/24	Friday, August 25, 2023	Tuesday, August 29, 2023	<b>Thursday, August 31, 2023</b>	
9/1-9/15	8/25-9/10	Monday, September 11, 2023	Wednesday, September 13, 2023	<b>Friday, September 15, 2023</b>	Labor Day 9/4/2023
9/16-9/30	9/11-9/24	Monday, September 25, 2023	Wednesday, September 27, 2023	<b>Friday, September 29, 2023</b>	
10/1-10/15	9/25-10/8	Monday, October 9, 2023	Wednesday, October 11, 2023	<b>Friday, October 13, 2023</b>	
10/16-10/31	10/9-10/24	Wednesday, October 25, 2023	Friday, October 27, 2023	<b>Tuesday, October 31, 2023</b>	
11/1-11/15	10/25-11/8	Thursday, November 9, 2023	Monday, November 13, 2023	<b>Wednesday, November 15, 2023</b>	
11/16-11/30	11/9-11/24	Wednesday, November 22, 2023	Tuesday, November 28, 2023	<b>Thursday, November 30, 2023</b>	Thanksgiving 11/23 & 11/24
<b>Please note: due to the short pay period, timesheets are due November 22, 2023</b>					
12/1-12/15	11/25-12/09	Monday, December 11, 2023	Wednesday, December 13, 2023	<b>Friday, December 15, 2023</b>	
12/16-12/31	<b>12/10-12/26</b>	Thursday, December 21, 2023	Wednesday, December 27, 2023	<b>Friday, December 29, 2023</b>	Christmas 12/25 -12/26

**Please note: due to the holidays schedule, holiday pay for 12/25/2023-12/26/2023 will need to be included on the timesheets due 12/21/23**