

Archdiocese of Louisville  
Parish, Agency, School Payroll Calendar

**January 1 – December 31, 2024**

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.

<b>Pay period for EXEMPT and NON-EXEMPT SALARY basis employees</b>	<b>Pay period for HOURLY employees</b>	<b>Timesheets due to office no later than 1PM on:</b>	<b>File processed and released BETWEEN 8AM AND 3PM:</b>	<b>Pay date direct deposit funds posted to employee's account</b>	<b>*Holiday</b>
1/1-1/15	12/27-1/09	Tuesday, January 9, 2024	Wednesday, January 10, 2024	<b>Friday, January 12, 2024</b>	12/27/2023 - 1/1/2024 Christmas to New Year's Holiday
<b>Please note: hourly timesheets are due on the last day of the pay period - January 9, 2024</b>					
1/16-1/31	1/10-1/24	Thursday, January 25, 2024	Monday, January 29, 2024	<b>Wednesday, January 31, 2024</b>	Martin L. King Day 1/15/2024
2/1-2/15	1/25-2/7	Friday, February 9, 2024	Tuesday, February 13, 2024	<b>Thursday, February 15, 2024</b>	
2/16-2/29	2/8-2/22	Friday, February 23, 2024	Tuesday, February 27, 2024	<b>Thursday, February 29, 2024</b>	
3/1-3/15	2/23-3/08	Monday, March 11, 2024	Wednesday, March 13, 2024	<b>Friday, March 15, 2024</b>	
3/16-3/31	3/09-3/24	Monday, March 25, 2024	Wednesday, March 27, 2024	<b>Friday, March 29, 2024</b>	
4/1-4/15	3/25-4/08	Tuesday, April 9, 2024	Thursday, April 11, 2024	<b>Monday, April 15, 2024</b>	Good Friday & Easter Monday 3/29/2024 & 4/1/2024
4/16-4/30	4/09-4/23	Wednesday, April 24, 2024	Friday, April 26, 2024	<b>Tuesday, April 30, 2024</b>	
5/1-5/15	4/24-5/8	Thursday, May 9, 2024	Monday, May 13, 2024	<b>Wednesday, May 15, 2024</b>	
5/16-5/31	5/9-5/23	Friday, May 24, 2024	Wednesday, May 29, 2024	<b>Friday, May 31, 2024</b>	
6/1-6/15	5/24-6/9	Monday, June 10, 2024	Wednesday, June 12, 2024	<b>Friday, June 14, 2024</b>	Memorial Day 5/27/2024
6/16-6/30	6/10-6/23	Monday, June 24, 2024	Wednesday, June 26, 2024	<b>Friday, June 28, 2024</b>	Juneteenth 6/19/2024
7/1-7/15	6/24-7/8	Tuesday, July 9, 2024	Thursday, July 11, 2024	<b>Monday, July 15, 2024</b>	Independence Day 7/4/2024
7/16-7/31	7/9-7/24	Thursday, July 25, 2024	Monday, July 29, 2024	<b>Wednesday, July 31, 2024</b>	
8/1-8/15	7/25-8/8	Friday, August 9, 2024	Tuesday, August 13, 2024	<b>Thursday, August 15, 2024</b>	
8/16-8/31	8/9-8/24	Monday, August 26, 2024	Wednesday, August 28, 2024	<b>Friday, August 30, 2024</b>	
9/1-9/15	8/25-9/8	Monday, September 9, 2024	Wednesday, September 11, 2024	<b>Friday, September 13, 2024</b>	Labor Day 9/2/2024
9/16-9/30	9/9-9/23	Tuesday, September 24, 2024	Thursday, September 26, 2024	<b>Monday, September 30, 2024</b>	
10/1-10/15	9/24-10/8	Tuesday, October 8, 2024	Thursday, October 10, 2024	<b>Tuesday, October 15, 2024</b>	
<b>Please note: hourly timesheets are due the last day of the pay period - October 8, 2024</b>					
10/16-10/31	10/9-10/24	Friday, October 25, 2024	Tuesday, October 29, 2024	<b>Thursday, October 31, 2024</b>	
11/1-11/15	10/25-11/8	Monday, November 11, 2024	Wednesday, November 13, 2024	<b>Friday, November 15, 2024</b>	
11/16-11/30	11/9-11/22	Friday, November 22, 2024	Tuesday, November 26, 2024	<b>Friday, November 29, 2024</b>	
<b>Please note: hourly timesheets are due the last day of the pay period - November 22, 2024</b>					
12/1-12/15	11/23-12/08	Monday, December 9, 2024	Wednesday, December 11, 2024	<b>Friday, December 13, 2024</b>	Thanksgiving 11/28/24 - 11/29/24
12/16-12/31	<b>12/9-12/26</b>	Friday, December 20, 2024	Friday, December 27, 2024	<b>Tuesday, December 31, 2024</b>	Christmas 12/23/24 - 12/26/24
<b>Please note: due to the holiday schedule, holiday pay for 12/23/2024-12/26/2024 will need to be included on the timesheets due 12/20/24</b>					
<b>Note: holiday pay for 12/27/24 - 1/1/25 will be included on the 1/15/25 pay date</b>					