

Archdiocese of Louisville Parish, Agency, School Payroll Calendar

January 1 – December 31, 2025

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	Thursday, January 9, 2025	Monday, January 13, 2025	Wednesday, January 15, 2025	12/27/2024 - 1/1/2025 Christmas to New Year's Holiday
Please note: hourly timesheets are due the last day of the pay period - January 9, 2025					
1/16-1/31	1/10-1/24	Monday, January 27, 2025	Wednesday, January 29, 2025	Friday, January 31, 2025	Martin L. King Day 1/20/2025
2/1-2/15	1/25-2/7	Monday, February 10, 2025	Wednesday, February 12, 2025	Friday, February 14, 2025	
2/16-2/28	2/8-2/22	Monday, February 24, 2025	Wednesday, February 26, 2025	Friday, February 28, 2025	
3/1-3/15	2/23-3/08	Monday, March 10, 2025	Wednesday, March 12, 2025	Friday, March 14, 2025	
3/16-3/31	3/09-3/24	Tuesday, March 25, 2025	Thursday, March 27, 2025	Monday, March 31, 2025	
4/1-4/15	3/25-4/08	Wednesday, April 9, 2025	Friday, April 11, 2025	Tuesday, April 15, 2025	
4/16-4/30	4/09-4/23	Thursday, April 24, 2025	Monday, April 28, 2025	Wednesday, April 30, 2025	Good Friday & Easter Monday 4/18/2025 & 4/21/2025
5/1-5/15	4/24-5/8	Friday, May 9, 2025	Tuesday, May 13, 2025	Thursday, May 15, 2025	
5/16-5/31	5/9-5/22	Friday, May 23, 2025	Wednesday, May 28, 2025	Friday, May 30, 2025	
6/1-6/15	5/23-6/8	Monday, June 9, 2025	Wednesday, June 11, 2025	Friday, June 13, 2025	Memorial Day 5/26/2025
6/16-6/30	6/9-6/23	Tuesday, June 24, 2025	Thursday, June 26, 2025	Monday, June 30, 2025	Juneteenth 6/19/2025
7/1-7/15	6/24-7/8	Wednesday, July 9, 2025	Friday, July 11, 2025	Tuesday, July 15, 2025	Independence Day 7/4/2025
7/16-7/31	7/9-7/24	Friday, July 25, 2025	Tuesday, July 29, 2025	Thursday, July 31, 2025	
8/1-8/15	7/25-8/8	Monday, August 11, 2025	Wednesday, August 13, 2025	Friday, August 15, 2025	
8/16-8/31	8/9-8/24	Monday, August 25, 2025	Wednesday, August 27, 2025	Friday, August 29, 2025	
9/1-9/15	8/25-9/8	Tuesday, September 9, 2025	Thursday, September 11, 2025	Monday, September 15, 2025	Labor Day 9/1/2025
9/16-9/30	9/9-9/23	Wednesday, September 24, 2025	Friday, September 26, 2025	Tuesday, September 30, 2025	
10/1-10/15	9/24-10/8	Wednesday, October 8, 2025	Friday, October 10, 2025	Wednesday, October 15, 2025	
Please note: hourly timesheets are due the last day of the pay period - October 8, 2025					
10/16-10/31	10/9-10/24	Monday, October 27, 2025	Wednesday, October 29, 2025	Friday, October 31, 2025	
11/1-11/15	10/25-11/8	Monday, November 10, 2025	Wednesday, November 12, 2025	Friday, November 14, 2025	
11/16-11/30	11/9-11/21	Friday, November 21, 2025	Tuesday, November 25, 2025	Friday, November 28, 2025	
Please note: hourly timesheets are due the last day of the pay period - November 21, 2025					
12/1-12/15	11/22-12/08	Tuesday, December 9, 2025	Thursday, December 11, 2025	Monday, December 15, 2025	Thanksgiving 11/27/25 - 11/28/25
12/16-12/31	12/9-12/26	Tuesday, December 23, 2025	Monday, December 29, 2025	Wednesday, December 31, 2025	Christmas 12/24/25 - 12/26/25
Please note: due to the holiday schedule, holiday pay for 12/24/2025-12/26/2025 will need to be included on the timesheets due 12/23/25					
Note: holiday pay for 12/29/25 - 1/2/26 will be included on the 1/15/26 pay date					