

| SCHEDULE OF 2024 PAY PERIODS, HOLIDAYS, AND PAYDAYS | | | | | | |
|--|------------------------|------------------|-------------------------------|-------------------------|--------------------------------|---------------------------------|
| Pay Period | Inclusive Dates | Work Days | Hours Paid¹ | Holidays | | 2024 Paydays² |
| | | | | Holiday Observed | Campus Open³ | |
| January | Jan 01 – Jan 30 | 22 | 176 | Jan 1 & 15 | | Jan 31 |
| February | Jan 31 – Feb 29 | 22 | 176 | | Feb 12 & 19 | Mar 01 |
| March | Mar 01 – Mar 31 | 21 | 168 | | | Apr 02 |
| April | Apr 01 – Apr 30 | 22 | 176 | Apr 1 | | May 01 |
| May | May 01 – May 30 | 22 | 176 | May 27 | | May 31 |
| June | May 31 – Jun 30 | 21 | 168 | June 19 | | Jul 01 |
| July | Jul 01 – Jul 30 | 22 | 176 | Jul 4 | | Jul 31 |
| August | Jul 31 – Aug 29 | 22 | 176 | | | Aug 30 |
| September | Aug 30 – Sep 30 | 22 | 176 | Sep 2 | Sep 9 | Oct 01 |
| October | Oct 01 – Oct 30 | 22 | 176 | | Oct 14 | Oct 31 |
| November | Oct 31 – Nov 30 | 22 | 176 | Nov 11, 28, 29 | | Dec 02 |
| December | Dec 01 – Dec 31 | 22 | 176 | Dec 25, 26, 27, 30 | | Jan 02 |

| HOLIDAY | CAMPUS OPEN | HOLIDAY OBSERVED |
|-----------------------|--------------------|-------------------------|
| Lincoln’s Birthday | February 12, 2024 | November 29, 2024 |
| Washington’s Birthday | February 19, 2024 | December 26, 2024 |
| Admission Day | September 9, 2024 | December 27, 2024 |
| Columbus Day | October 14, 2024 | December 30, 2024 |

Please note that all absences must be posted and approved in Absence Management by the first working day following the close of a pay period.

¹ Non-faculty employees are paid on the basis of a 40-hour workweek, Monday through Friday, for 21 or 22 work days and 168 or 176 hours per month (determined by the State of California). Employees working alternate schedules other than Monday through Friday have their excess or deficit hours reported in Absence Management in accordance with HR Technical Letter 2003-28.

² Paychecks will be disbursed in University Personnel, UPD Building, Third Floor, from 9:00 a.m. to 11:00 a.m., and 2:00 p.m. to 4:00 p.m. Checks will be released to designated individuals whose names are on file with University Personnel.

³ Observance of the holidays listed will change from the official date under "Campus Open" to the date shown under "Holiday Observed."