


Date: July 6, 2023

To: Department Directors

From: Arleene Cuellar, Director 
Human Resources Department

Subject: Bi-weekly Pay Periods and County Holidays – 2024

Below is a list of pay period dates and paydays for 2024. When entering time and attendance, employees are encouraged to enter hours scheduled to work for the two-week period. Hours worked and absence requests are entered on the INFORMS Employee Self Service system or via a timekeeper in various departments. Hours not paid or approved in the current payroll cycle will be paid, upon approval and completion by the department, as an adjustment in the following paycheck. Miami-Dade Fire Rescue and Bus and Rail Operators use a different system for time collection. Early time collection cutoff dates will be communicated to Departmental Personnel Representatives as needed.

| PP # | Week 1 Beginning | Week 2 Beginning | Pay Period Ending | Payday |
|------|------------------|------------------|-------------------|----------------------------------|
| 1 | 12/25/2023 | 1/1/2024 | 1/7/2024 | 1/12/2024 |
| 2 | 1/8/2024 | 1/15/2024 | 1/21/2024 | 1/26/2024 |
| 3 | 1/22/2024 | 1/29/2024 | 2/4/2024 | 2/9/2024 |
| 4 | 2/5/2024 | 2/12/2024 | 2/18/2024 | 2/23/2024 |
| 5 | 2/19/2024 | 2/26/2024 | 3/3/2024 | 3/8/2024 |
| 6 | 3/4/2024 | 3/11/2024 | 3/17/2024 | 3/22/2024 |
| 7 | 3/18/2024 | 3/25/2024 | 3/31/2024 | 4/5/2024 |
| 8 | 4/1/2024 | 4/8/2024 | 4/14/2024 | 4/19/2024 |
| 9 | 4/15/2024 | 4/22/2024 | 4/28/2024 | 5/3/2024 |
| 10 | 4/29/2024 | 5/6/2024 | 5/12/2024 | 5/17/2024 |
| 11 | 5/13/2024 | 5/20/2024 | 5/26/2024 | 5/31/2024 |
| 12 | 5/27/2024 | 6/3/2024 | 6/9/2024 | 6/14/2024 |
| 13 | 6/10/2024 | 6/17/2024 | 6/23/2024 | 6/28/2024 |
| 14 | 6/24/2024 | 7/1/2024 | 7/7/2024 | 7/12/2024 |
| 15 | 7/8/2024 | 7/15/2024 | 7/21/2024 | 7/26/2024 |
| 16 | 7/22/2024 | 7/29/2024 | 8/4/2024 | 8/9/2024 |
| 17 | 8/5/2024 | 8/12/2024 | 8/18/2024 | 8/23/2024 |
| 18 | 8/19/2024 | 8/26/2024 | 9/1/2024 | 9/6/2024 |
| 19 | 9/2/2024 | 9/9/2024 | 9/15/2024 | 9/20/2024 |
| 20 | 9/16/2024 | 9/23/2024 | 9/29/2024 | 10/4/2024 |
| 21 | 9/30/2024 | 10/7/2024 | 10/13/2024 | 10/18/2024 |
| 22 | 10/14/2024 | 10/21/2024 | 10/27/2024 | 11/1/2024 |
| 23 | 10/28/2024 | 11/4/2024 | 11/10/2024 | 11/15/2024 |
| 24 | 11/11/2024 | 11/18/2024 | 11/24/2024 | 11/27/2024 <i>(Wednesday)</i> |
| 25 | 11/25/2024 | 12/2/2024 | 12/8/2024 | 12/13/2024 |
| 26 | 12/9/2024 | 12/16/2024 | 12/22/2024 | 12/27/2024 |

The following are the County holidays for 2024:

| | Holiday | Date |
|----|-----------------------------------|------------------------------|
| 1 | New Year's Day | Monday, January 1, 2024 |
| 2 | Martin Luther King's Birthday | Monday, January 15, 2024 |
| 3 | President's Day | Monday, February 19, 2024 |
| 4 | Law Enforcement Appreciation Day* | Friday, May 10, 2024 |
| 5 | Memorial Day | Monday, May 27, 2024 |
| 6 | Juneteenth Day | Wednesday, June 19, 2024 |
| 7 | Independence Day | Thursday, July 4, 2024 |
| 8 | Labor Day | Monday, September 2, 2024 |
| 9 | Columbus Day | Monday, October 14, 2024 |
| 10 | Veteran's Day | Monday, November 11, 2024 |
| 11 | Thanksgiving Day | Thursday, November 28, 2024 |
| 12 | Friday after Thanksgiving | Friday, November 29, 2024 |
| 13 | Christmas Day | Wednesday, December 25, 2024 |
| 14 | Employee's Birthday | |
| 15 | Floating Holiday | |
| 16 | Floating Holiday | |
| 17 | Floating Holiday* | |

*Holiday benefits are in accordance with collective bargaining agreements.

The Floating Holidays are to be taken at the mutual convenience of the employee and the department. This holiday is not compensable and cannot be accrued or transferred from one fiscal year to the next. Only career employees having more than nine (9) pay periods of County service are eligible to use this holiday. The employee earns these holidays at the beginning of each fiscal year (October 1st).

The Birthday Holiday is also taken at the mutual convenience of the employee and the department and must be taken within six months of the actual birthday, or it is forfeited. Neither the Birthday Holiday nor the Floating Holidays are paid out at separation.

Employees who are out of pay status for any portion of the day before or after a County observed holiday will not be eligible to be paid for, or bank, the holiday.

- c: Office of the Mayor Senior Staff
 Departmental Personnel Representatives
 Human Resources Staff
 Union Presidents