

City of Richmond 2023 Payroll Dates

PAY PERIOD BEGIN	PAY PERIOD END	PAYROLL DATE	PR #
12/26/2022	1/8/2023	1/13/2023	1
1/9/2023	1/22/2023	1/27/2023	2
1/23/2023	2/5/2023	2/10/2023	3
2/6/2023	2/19/2023	2/24/2023	4
2/20/2023	3/5/2023	3/10/2023	5
3/6/2023	3/19/2023	3/24/2023	6
3/20/2023	4/2/2023	4/6/2023*	7
4/3/2023	4/16/2023	4/21/2023	8
4/17/2023	4/30/2023	5/5/2023	9
5/1/2023	5/14/2023	5/19/2023	10
5/15/2023	5/28/2023	6/2/2023	11
5/29/2023	6/11/2023	6/16/2023	12
6/12/2023	6/25/2023	6/30/2023	13
6/26/2023	7/9/2023	7/14/2023	14
7/10/2023	7/23/2023	7/28/2023	15
7/24/2023	8/6/2023	8/11/2023	16
8/7/2023	8/20/2023	8/25/2023	17
8/21/2023	9/3/2023	9/8/2023	18
9/4/2023	9/17/2023	9/22/2023	19
9/18/2023	10/1/2023	10/6/2023	20
10/2/2023	10/15/2023	10/20/2023	21
10/16/2023	10/29/2023	11/3/2023	22
10/30/2023	11/12/2023	11/17/2023	23
11/13/2023	11/26/2023	12/1/2023	24
11/27/2023	12/10/2023	12/15/2023	25
12/11/2023	12/24/2023	12/28/2023*	26

Payroll paid on a different date due to City Observed Holiday

Observed Holidays for 2023

DATE	HOLIDAY	DAY OF THE WEEK	#
1/2/2023	New Year's Day	Monday	1
1/16/2023	Martin Luther King Jr Day	Monday	2
2/20/2023	Presidents' Day	Monday	3
4/7/2023	Good Friday	Friday	4
5/29/2023	Memorial Day	Monday	5
6/19/2023	Juneteenth	Monday	6
7/4/2023	Fourth of July	Tuesday	7
9/4/2023	Labor Day	Monday	8
11/10/2023	Veteran's Day	Friday	9
11/23/2023	Thanksgiving Day	Thursday	10
11/24/2023	Thanksgiving Holiday	Friday	11
12/25/2023	Christmas Eve	Monday	12
12/26/2023	Christmas Day	Tuesday	13
12/29/2023	New Year's Eve	Friday	14

ORDER NO. 23-05

AN ORDER OF THE BOARD OF COMMISSIONERS OF THE CITY OF RICHMOND, KENTUCKY AMENDING SECTION 8: HOLIDAYS OF THE CITY'S PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the City of Richmond has heretofore adopted a paid holiday policy as codified in Section 8 of the City's Personnel Policies and Procedures Manual; and

WHEREAS, the Board of Commissioners for the City of Richmond does find that the policy should be modified in full below;

NOW, THEREFORE, BE IT ORDERED by the City of Richmond Board of Commissioners that;

1. Section 8 of the City's Personnel Policies and Procedures Manual shall be, and hereby is, amended as follows:

**Section 8: Paid and Unpaid Leaves
Holidays**

(1) All full-time city employees, with the exception of some members of the Police and Fire Departments as stated below, shall receive paid leave for the following holidays:

- a. New Year's Day
- b. Martin Luther King Day
- c. Presidents' Day
- d. Good Friday
- e. Memorial Day
- f. Juneteenth
- g. Independence Day
- h. Labor Day
- i. Veteran's Day
- j. Thanksgiving Day
- k. Day after Thanksgiving
- l. Christmas Eve
- m. Christmas Day
- n. New Year's Eve
- o. One emergency day per year, which may be taken in the instance of an unexpected event that impedes the employee from reporting to work.

(2) The police and fire departments will adhere to the following:

a. The police chief, assistant chiefs, major, secretaries, records personnel, evidence personnel, public affairs personnel, fire chief, assistant chiefs, training officer, fire prevention personnel, and all office personnel of the police and fire departments shall observe the above holidays listed above.

b. All other members of the police department and all uniformed members of the fire department assigned to twenty-four (24) hour shifts shall receive equal hours to City paid holidays in holiday leave time per calendar year in addition to their annual leave. These are floating holidays and must be approved in advance by the police officer or firefighter's supervisor. A Status Change Form must be completed in advance for a request for holiday time. This holiday leave shall be credited to such employees annually on January 1 of each year and shall be taken in increments of not less than one hour. Any such holiday leave not used by December 31 of the year and any such holiday leave unused at the time of an employee's separation from the city for any reason shall lapse.

(3) In the event that any of the holidays fall on a Saturday, the holiday will be observed on the preceding Friday. If any of the holidays fall on a Sunday, the holiday will be observed on the following Monday. In addition to the above, any day may be designated as a holiday by the board of commissioners.

(4) Any employee who is required to work on the actual holiday will be paid for all hours worked in addition to eight hours of holiday pay.

2. This order shall become effective immediately upon passage by the Richmond City Board of Commissioners.

DATE OF READING: January 10, 2023

MOTION: Commissioner Cole

SECONDED BY: Commissioner Goble

VOTE:	YES	NO
Commissioner Brewer	x	
Commissioner Cole	x	
Commissioner Goble	x	
Commissioner Newby	x	
Mayor Blythe	x	

Attest:

City Clerk



Mayor