

## 2017 Observed Holidays

*New Year's Day*

Monday, January 2, 2017

*Martin Luther King, Jr. Holiday*

Monday, January 16

*Washington's Birthday*

Monday, February 20

*Spring Holiday/Good Friday*

Friday, April 14

*Memorial Day*

Monday, May 29

*Independence Day*

Tuesday, July 4

*Labor Day*

Monday, September 4

*Veterans Day*

Friday, November 10

*Thanksgiving Holidays*

Thursday, November 23

Friday, November 24

*Winter Holidays/Christmas*

Monday, December 25

Tuesday, December 26

*New Year's Day*

Monday, January 1, 2018

## 2017 Payroll Dates

<u>Pay Periods</u>	<u>Pay Dates</u>
December 24 — January 6 January 7 — January 20	January 13 January 27
January 21 — February 3 February 4 — February 17	February 10 February 24
February 18 — March 3 March 4 — March 17	March 10 March 24
March 18 — March 31 April 1 — April 14	April 7 April 21
April 15 — April 28 April 29 — May 12	May 5 May 19
May 13 — May 26 May 27 — June 9 June 10 — June 23	June 2 June 16 June 30
June 24 — July 7 July 8 — July 21	July 14 July 28
July 22 — August 4 August 5 — August 18	August 11 August 25
August 19 — September 1 September 2 — September 15	September 8 September 22
September 16 — September 29 September 30 — October 13	October 6 October 20
October 14 — October 27 October 28 — November 10	November 3 November 17
November 11 — November 24 November 25 — December 8 December 9 — December 22	December 1 December 15 December 29



# City of Richmond

## 2017 Holidays, Pay Dates, Benefits & General Information



Published by the  
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**Johnny L. McLean**  
Director

**Benefits Information**  
**By Position Type & Appointment Status**

**Permanent Positions**

**Probationary Appointment:**

Holidays  
Vacation Leave (prorated if part time)  
Sick Leave (prorated if part time)  
Civil Leave  
Military Leave  
Bereavement Leave  
Life Insurance (mandatory — full time employees only)  
All Voluntary Benefits (if employed 20 or more hours per week)  
Shared Leave (after 12 consecutive months of employment)

**Tenured Appointment:**

Holidays  
Vacation Leave (prorated if part time)  
Sick Leave (prorated if part time)  
Civil Leave  
Military Leave  
Life Insurance (mandatory — full time employees only)  
Shared Leave (after 12 consecutive months of employment)  
Bereavement Leave  
Educational Leave  
Grievance Rights  
Family Medical Leave (after 1250 hours of Service)  
All Voluntary Benefits (if employed 20 or more hours per week)

**Benefits Information**  
**By Position Type & Appointment Status**

**Temporary Positions**

Holidays  
Sick Leave (prorated if part time)  
Civil Leave  
Military Leave  
Bereavement Leave

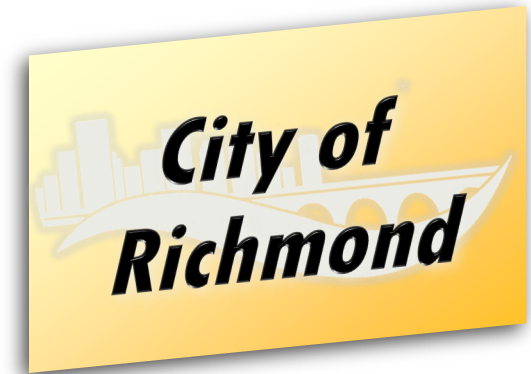
Note: Pool employees do not qualify for benefits

**Voluntary Benefits**

Available to all full time and part time employees in permanent positions, working 20 or more hours per week.

Health Insurance  
Dental Insurance  
Legal Insurance Program  
Cancer Expense Plan  
Personal Accident Expense  
Personal Hospital Indemnity  
Personal Short Term Disability  
Credit Union Membership  
Healthcare Flexible Spending Account  
Dependent Flexible Spending Account  
Employee/Family Assistance Programs  
Deferred Compensation Program  
Deferred Compensation Loan Program  
Optional Life Insurance\*\*

\*\* Available to full time employees only.



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