

## 2018 Observed Holidays

### *New Year's Day*

Monday, January 1, 2018

Tuesday, January 2, (Calendar Year 2018 ONLY)

### *Martin Luther King, Jr. Holiday*

Monday, January 15

### *Washington's Birthday*

Monday, February 19

### *Spring Holiday/Good Friday*

Friday, March 30

### *Memorial Day*

Monday, May 28

### *Independence Day*

Wednesday, July 4

### *Labor Day*

Monday, September 3

### *Veterans Day*

Monday, November 12

### *Thanksgiving Holidays*

Thursday, November 22

Friday, November 23

### *Winter Holidays/Christmas*

Monday, December 24

Tuesday, December 25

### *New Year's Day*

Tuesday, January 1, 2019

## 2018 Payroll Dates

### Pay Periods

### Pay Dates

December 23 — January 5

January 6 — January 19

January 20 — February 2

February 3 — February 16

February 17 — March 2

March 3 — March 16

March 17 — March 30

March 31 — April 13

April 14 — April 27

April 28 — May 11

May 12 — May 25

May 26 — June 8

June 9 — June 22

June 23 — July 6

July 7 — July 20

July 21 — August 3

August 4 — August 17

August 18 — August 31

September 1 — September 14

September 15 — September 28

September 29 — October 12

October 13 — October 26

October 27 — November 9

November 10 — November 23

November 24 — December 7

December 8 — December 21

January 12

January 26

February 9

February 23

March 9

March 23

April 6

April 20

May 4

May 18

June 1

June 15

June 29

July 13

July 27

August 10

August 24

September 7

September 21

October 5

October 19

November 2

November 16

November 30

December 14

December 28



# City of Richmond

## 2018 Holidays, Pay Dates, Benefits & General Information



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**Korita Jones**  
Director (Interim)

**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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