M E M O R A N D U M

***CITY OF PHILADELPHIA DIVISION OF AVIATION***

# December 16, 2021

To: Division of Aviation Employees

From: Virna Mitchell, Administrative Services Supervisor

Subject: 2022 Schedule of Paydays and Holidays

# C A L E N D A R Y E A R 2022

|  |  |  |  |
| --- | --- | --- | --- |
| **Pay Period Detail Chart - 2022** | | | |
| ***Pay Period #*** | ***Pay Period Beginning*** | ***Pay Period Ending*** | ***Pay Dates*** |
| 1 | 12/27/21 | 01/09/22 | 01/14/22 |
| 2 | 01/10/22 | 01/23/22 | 01/28/22 |
| 3 | 01/29/21 | 02/06/22 | 02/11/22 |
| 4 | 02/07/22 | 02/20/22 | 02/25/22 |
| 5 | 02/26/22 | 03/06/22 | 03/11/22 |
| 6 | 03/07/22 | 03/20/22 | 03/25/22 |
| 7 | 03/21/22 | 04/03/22 | 04/08/22 |
| 8 | 04/04/22 | 04/17/22 | 04/22/22 |
| 9 | 04/18/22 | 05/01/22 | 05/06/22 |
| 10 | 05/02/22 | 05/15/22 | 05/20/22 |
| 11 | 05/16/22 | 05/29/22 | 06/03/22 |
| 12 | 05/30/22 | 06/12/22 | 06/17/22 |
| 13 | 06/13/22 | 06/26/22 | 07/01/22 |
| 14 | 06/27/22 | 07/10/22 | 07/15/22 |
| 15 | 07/11/22 | 07/24/22 | 07/29/22 |
| 16 | 07/25/22 | 08/07/22 | 08/12/22 |
| 17 | 08/08/22 | 08/21/22 | 08/26/22 |
| 18 | 08/22/22 | 09/04/22 | 09/09/22 |
| 19 | 09/05/22 | 09/18/22 | 09/23/22 |
| 20 | 09/19/22 | 10/02/22 | 10/07/22 |
| 21 | 10/03/22 | 10/16/22 | 10/21/22 |
| 22 | 10/17/22 | 10/30/22 | 11/04/22 |
| 23 | 10/31/22 | 11/13/22 | 11/18/22 |
| 24 | 11/14/22 | 11/27/22 | 12/02/22 |
| 25 | 11/28/22 | 12/11/22 | 12/16/22 |
| 26 | 12/12/22 | 12/25/22 | 12/30/22 |

|  |  |  |  |
| --- | --- | --- | --- |
| **HOLIDAYS - 2021** | | | |
| ***No.*** | ***Date*** | ***Day*** | ***Holiday*** |
| 1. | 01/01/2022 | Saturday | New Year’s Day \* \* |
| *2.* | 01/17/2022 | Monday | Martin Luther King Jr. Day |
| *3.* | 02/21/2022 | Monday | Presidents’ Day \* |
| *4.* | 04/15/2022 | Friday | Good Friday |
| *5.* | 05/30/2022 | Monday | Memorial Day \* |
| *6.* | 06/19/2022 | Sunday | Juneteenth \* |
| *7.* | 07/04/2022 | Monday | Independence Day |
| *8.* | 09/05/2022 | Monday | Labor Day \* |
| *9.* | 10/10/2022 | Monday | Columbus Day |
| *10.* | 11/11/2022 | Friday | Veteran’s Day |
| *11.* | 11/24/2022 | Thursday | Thanksgiving Day |
| *12.* | 12/25/2022 | Sunday | Christmas Day \* **\*** |

\* **Holidays falling on a Sunday will be observed on Monday**.

**\*** **Holiday Compensatory Time Earned** for holidays falling on a Saturday may be taken ***after***you

have earned this day **(Flex-Workers only)**.

**\*** **Annual Leave Earned** for holidays falling on a Saturday may be taken ***after*** you have earned

this day (Exempt Staff only).

\* **Early Payroll Closings** – Payroll ***MAY*** closing early. **You will be notified via email if this**

occurs.