

# SCLTC 2016 Payroll Calendar

January 2016 – December 2016

January						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March					
		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26		
27	28	29	30	31	

April						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June					
			1	2	3
4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30			

July						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September					
				1	2
3	4	5	6	7	8
9	10	11	12	13	14
15	16	17	18	19	20
21	22	23	24	25	26
27	28	29	30	31	

October						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December					
					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

Holidays	<b>Green</b>
Pay Days	<b>Bold</b>
Paychecks free of Semi-Monthly Deductions	<b>Diagonal Line</b>
Pay Period End Dates	<b>Box</b>
Closure Days (leave charged)	<b>Yellow</b>

**Closure Days:** Employees are required to use annual and/or compensatory leave. If you do not have annual and/or compensatory leave to cover these days, it will result in Leave Without Pay.

**NOTE:** Closure Days and Holidays are not optional. Working a closure day or holiday requires prior approval by the Director.

## 2016 SCLTC Holiday/Closure Schedule

Holiday/Closure Days	Closure Days (leave charged)	Holidays (no leave charged)
New Year	0	1 (Jan. 1)
Martin Luther King Day	0	1 (Jan. 18)
Mardi Gras	0	1 (Feb. 9)
Easter	0	1 (March 25)
Independence Day	0	1 (July 4)
Labor Day	0	1 (Sept. 5)
Thanksgiving	0	2 (Nov. 24, 25)
Christmas	4 (Dec. 19, 20, 21, 22)	6 (Dec. 23, 26, 27, 28, 29, 30)