

# 2025 Payroll Calendar and Holiday Schedule

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

  

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

  

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

  

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31	1	2	
							30													

- Paid Holidays**
- **New Year's Day – Wed, Jan 1<sup>st</sup>, 2025**  
(weCHC will be closed)
  - **Family Day – Mon, Feb 17<sup>th</sup>**  
(weCHC will be closed)
  - **Good Friday – Fri, Apr 18<sup>th</sup>**  
(weCHC will be closed)
  - **Victoria Day – Mon, May 19<sup>th</sup>**  
(weCHC will be closed)
  - **Canada Day – Tues, July 1<sup>st</sup>**  
(weCHC will be closed)
  - **Civic Holiday – Mon, Aug 4<sup>th</sup>**  
(weCHC will be closed)
  - **Labour Day – Mon, Sept 1<sup>st</sup>**  
(weCHC will be closed)
  - **Thanksgiving Day – Mon, Oct 13<sup>th</sup>**  
(weCHC will be closed)
  - **Christmas Day – Thurs, Dec 25<sup>th</sup>**  
(weCHC will be closed)
  - **\*Boxing Day – Fri, Dec 26<sup>th</sup>**  
(An alternative work date with limited staff/hours will be confirmed in April 2025)
  - **New Year's Day – Thurs, Jan 1<sup>st</sup> 2026**  
(weCHC will be closed)

**HR/IT Orientation Days**  
 If Monday is a Stat Holiday, then orientation will take place on a Tuesday

**Yellow** is the deposit date.  
**Red** are paid holidays.  
 Is the Payroll Cut-off Date for Timecards, Expenses, and Leave Requests.

Payroll is deposited BI-WEEKLY (paid every two weeks on Thursdays)

The BI-WEEKLY payroll period will run from Saturday to the second following Friday.

All Request for Absence's must be approved, by your Lead/Manager/Director.

Any late information will be added to the next payroll run.

**Paid Holidays** will be observed on the actual day they fall or in cases where a holiday falls on a weekend, an in-lieu day will be identified as the day weCHC will observe the holiday. Employees who work on any of the noted holidays (in-lieu days) will bank the hours to be used at an alternate time or day. Where a holiday falls on a regularly scheduled day off, employees will bank the hours to be used at an alternate time or day.

**\*Boxing Day** - As per Ministry of Health Guidelines, CHC's shall not be closed for more than 3 consecutive days. As a result, an alternative work date (with limited staff/hours) will be confirmed in April 2025.