

# 2023 Payroll & Holiday\* Calendar



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

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

March						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	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	1
2	3	4	5	6	7	8

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

May						
Su	Mo	Tu	We	Th	Fr	Sa
30	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	<b>29</b>	30	31	1	2	3
4	5	6	7	8	9	10

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

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

August						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2
3	4	5	6	7	8	9

September						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	<b>4</b>	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
1	2	3	4	5	6	7

October						
Su	Mo	Tu	We	Th	Fr	Sa
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	<b>27</b>	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

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

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

## Gateway Offices Closed

Regular Gateway Office Hours: Monday through Friday 8:30 AM - 5:00 PM

Jan 2	New Year's Day (Observed)	May 29	Memorial Day	Nov 23	Thanksgiving Day	Date in Red	Timesheets due at Noon
Jan 16	Martin Luther King Jr. Day	June 19	Juneteenth	Nov 24	Day after Thanksgiving	Date in Bold	Pay Day
Feb 20	President's Day	July 4	Independence Day	Dec 25	Christmas Day	Bordered Date	Offices Closed
April 7	Good Friday	Sep 4	Labor Day	Dec 26	Day After Christmas	Slashed Date	Offices Close at Noon

All timesheets are due to payroll@gatewayhealthpros.com at noon on the dates in red with a supervisor's signature. You will be paid every Friday for the previous week Sunday-Saturday. **For example:** Pay Day January 13 will be for all hours worked January 1-7 if the timesheet was submitted before the deadline on Tuesday January 10.

**Green Border** Quarterly Referral Bonus Pay Day

*\*Holidays listed are holidays that the Gateway Healthcare Professional offices are closed. Holiday Pay for all employees is dependent on the client contracts.*

## Facility Holiday Pay Calendar per Client Contracts

Facility	January 1 New Year's Day	January 16, Martin Luther King Jr. Day	February 20, President's Day	April 14, Good Friday	May 29, Memorial Day	June 19, Juneteenth	July 4, Independence Day	September 4, Labor Day	October 9, Columbus Day	November 7, Election Day	November 10, Veteran's Day	November 23, Thanksgiving	December 24, Day After Thanksgiving	December 22, 4 hours for Thanksgiving	December 24, Christmas Eve	December 25, Christmas Eve	December 31, New Year's Eve
Bon Air JDC	X	X	X														
Bons Secour	X			X		X	X			X						X	
Cedarfield	X			X		X	X			X						X	
Chesterfield County Jail	X	X	X														
Crossings at Bon Air	X			X		X	X			X						X	
DOC*	X	X	X	X	X	X	X	X	X	X	X					X	
Hiram Davis*	X	X	X	X	X	X	X	X	X	X	X					X	
Henrico Public Schools	X	X	X														
Lakeside Health & Rehab	X			X		X	X			X						X	
Lakewood	X			X		X	X			X						X	
Mondelez	X			X		X	X			X						X	
RBHA	X	X	X														
RPS	X	X	X														
Sitter-Barfoot	X			X		X	X			X						X	
VDH																	
Westminster Canterbury	X			X		X	X			X						X	

All holidays refer to the dates listed as midnight to midnight, excluding December 22 as outlined in the Commonwealth of VA Pay & Holiday Calendar. Gateway employees will receive holiday pay on these days only if they worked on the holidays indicated here per facility. Also please note that the state contract has changed and as of May 1, 2023 and they will no longer be paying temporary employees holiday pay.



\*Uses the "Commonwealth of Virginia Pay & Holiday Calendar" with more details available at <https://www.dhrm.virginia.gov/docs/default-source/default-document-library/payandholidaycalendar2023.pdf>