

2024 Payroll & Holiday* Calendar



January						
Su	Mo	Tu	We	Th	Fr	Sa
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	10

February						
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	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

March						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	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

April						
Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3	4
5	6	7	8	9	10	11

May						
Su	Mo	Tu	We	Th	Fr	Sa
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	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

June						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	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	1	2	3	4	5	6

July						
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	29	30	31	1	2	3
4	5	6	7	8	9	10

August						
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	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

September						
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	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

October						
Su	Mo	Tu	We	Th	Fr	Sa
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	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

November						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	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
1	2	3	4	5	6	7

December						
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	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Gateway Offices Closed

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

Jan 1	New Year's Day	May 27	Memorial Day	Nov 28	Thanksgiving Day	Date in Red	Timesheets due at Noon
Jan 15	Martin Luther King Jr. Day	June 19	Juneteenth	Nov 29	Day after Thanksgiving	Date in Bold	Pay Day
Feb 19	President's Day	July 4	Independence Day	Dec 24	Christmas Eve	Bordered Date	Offices Closed
Mar 29	Good Friday	Sep 2	Labor Day	Dec 25	Christmas Day	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 15, Martin Luther King Jr. Day	February 19, President's Day	May 27, Memorial Day	June 19, Juneteenth	July 4, Independence Day	September 2, Labor Day	October 7, Columbus Day	November 5, Election Day	November 11, Veteran's Day	November 28, Thanksgiving	December 29, Day After Thanksgiving	December 24, Christmas Eve	December 25, Christmas Day	December 31, New Year's Eve
Bon Air JDC															
Bons Secour	X		X	X	X	X			X			X			
Cedarfield	X		X	X	X	X			X			X			
Chesterfield County Jail															
Crossings at Bon Air	X		X	X	X	X			X			X			
DOC															
Hiram Davis*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Henrico Public Schools															
Lakeside Health & Rehab	X		X	X	X	X			X			X			
Lakewood	X		X	X	X	X			X			X			
Mondelez	X		X	X	X	X			X			X			
RBHA															
RPS															
Sitter-Barfoot	X		X	X	X	X			X			X			
VDH															
Westminster Canterbury	X		X	X	X	X			X			X			

All holidays refer to the dates listed as midnight to midnight. 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 & DOC Contract have changed 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/payandholidaycalendar2024.pdf?sfvrsn=c566e044_0