

## 2021 Observed Holidays

*New Year's Day*  
Friday, January 1

*Martin Luther King, Jr. Holiday*  
Monday, January 18

*President's Day*  
Monday, February 15

*Spring Holiday*  
Friday, April 2

*Memorial Day*  
Monday, May 31

*Juneteenth*  
Friday, June 18

*Independence Day*  
Monday, July 5

*Labor Day*  
Monday, September 6

*Election Day*  
Tuesday, November 2

*Veterans Day*  
Thursday, November 11

*Thanksgiving Holidays*  
Thursday, November 25  
Friday, November 26

*Winter Holidays*  
Thursday, December 23  
Friday, December 24

*New Year's Day*  
Friday, December 31, 2021

## 2021 Payroll Dates

<u>Pay Periods</u>	<u>Pay Dates</u>
December 19 — January 1	January 8
January 2 — January 15	January 22
January 16 — January 29	February 5
January 30 — February 12	February 19
February 13 — February 26	March 5
February 27 — March 12	March 19
March 13 — March 26	April 2
March 27 — April 9	April 16
April 10 — April 23	April 30
April 24 — May 7	May 14
May 8 — May 21	May 28
May 22 — June 4	June 11
June 5 — June 18	June 25
June 19 — July 2	July 9
July 3 — July 16	July 23
July 17 — July 30	August 6
July 31 — August 13	August 20
August 14 — August 27	September 3
August 28 — September 10	September 17
September 11 — September 24	October 1
September 25 — October 8	October 15
October 9 — October 22	October 29
October 23 — November 5	November 12
November 6 — November 19	November 24
November 20 — December 3	December 10
December 4 — December 17	December 23



## City of Richmond

### 2021 Holidays, Pay Dates, Benefits & General Information



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**Mona Adkins-Easley**  
Interim HR Director

**Benefits Information**  
**By Position Type & Appointment Status**

**Permanent Positions**

**Probationary Appointment:**

Holidays  
Vacation Leave (prorated if part time)  
Sick Leave (prorated if part time)  
Civil Leave  
Military Leave  
Bereavement Leave  
Life Insurance (mandatory — full time employees only)  
All Voluntary Benefits (if employed 20 or more hours per week)  
Shared Leave (after 12 consecutive months of employment)

**Tenured Appointment:**

Holidays  
Vacation Leave (prorated if part time)  
Sick Leave (prorated if part time)  
Civil Leave  
Military Leave  
Life Insurance (mandatory — full time employees only)  
Shared Leave (after 12 consecutive months of employment)  
Bereavement Leave  
Educational Leave  
Grievance Rights  
Family Medical Leave (after 1250 hours of Service)  
All Voluntary Benefits (if employed 20 or more hours per week)

**Benefits Information**  
**By Position Type & Appointment Status**

**Temporary Positions**

Holidays  
Sick Leave (prorated if part time)  
Civil Leave  
Military Leave  
Bereavement Leave

Note: Pool employees do not qualify for benefits

**Voluntary Benefits**

Available to all full time and part time employees in permanent positions, working 20 or more hours per week.

Health Insurance  
Dental Insurance  
Legal Insurance Program  
Cancer Expense Plan  
Personal Accident Expense  
Personal Hospital Indemnity  
Personal Short Term Disability  
Healthcare Flexible Spending Account  
Dependent Flexible Spending Account  
Deferred Compensation Program  
Deferred Compensation Loan Program  
Optional Life Insurance\*

\* Available to full time employees only.

**Voluntary Benefits for All Positions**

Credit Union Membership  
Employee Assistance Program (EAP)



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