

PAYROLL CALENDAR 2023

Timesheets are due by 3:00 p.m. on the dates listed below

PP#	PAY PERIOD	TIMESHEET DUE 3:00 pm	PAY DATE
1	DEC 24 - JAN 6	FRIDAY, JAN 6	FRIDAY, JAN 13
2	JAN 7 - JAN 20	FRIDAY, JAN 20	FRIDAY, JAN 27
3	JAN 21 - FEB 3	FRIDAY FEB 3	FRIDAY, FEB 10
4	FEB 4 - FEB 17	FRIDAY, FEB 17	FRIDAY, FEB 24
5	FEB 18 - MAR 3	FRIDAY, MAR 3	FRIDAY, MAR 10
6	MAR 4 - MAR 17	FRIDAY, MAR 17	FRIDAY, MAR 24
7	MAR 18 - MAR 31	FRIDAY, MAR 31	FRIDAY, APRIL 7
8	APR 1 - APR 14	FRIDAY, APR 14	FRIDAY APRIL 21
9	APR 15 - APR 28	FRIDAY, APR 28	FRIDAY, MAY 5
10	APR 29 - MAY 12	FRIDAY, MAY 12	FRIDAY, MAY 19
11	MAY 13 - MAY 26	FRIDAY, MAY 26	FRIDAY, JUNE 2
12	MAY 27 - JUNE 9	FRIDAY, JUNE 9	FRIDAY, JUNE 16
13	JUNE 10 - JUNE 23	FRIDAY, JUNE 23	FRIDAY, JUNE 30
14	JUNE 24 - JULY 7	FRIDAY, JULY 7	FRIDAY, JUL 14
15	JULY 8 - JULY 21	FRIDAY, JULY 21	FRIDAY, JUL 28
16	JULY 22 - AUG 4	FRIDAY, AUG 4	FRIDAY, AUG 11
17	AUG 5 - AUG 18	FRIDAY, AUG 18	FRIDAY, AUG 25
18	AUG 19 - SEPT 1	FRIDAY, SEPT 1	FRIDAY, SEPT 8
19	SEPT 2 - SEPT 15	FRIDAY, SEPT 15	FRIDAY, SEPT 22
20	SEPT 16 - SEPT 29	THURSDAY, SEPT 28	FRIDAY, OCT 6
21	SEPT 30 - OCT 13	FRIDAY, OCT 13	FRIDAY OCT 20
22	OCT 14 - OCT 27	FRIDAY, OCT 27	FRIDAY, NOV 3
23	OCT 28 - NOV 10	THURSDAY, NOV 9	FRIDAY, NOV 17
24	NOV 11 - NOV 24	FRIDAY, NOV 24	FRIDAY, DEC 1
25	NOV 25 - DEC 8	FRIDAY, DEC 8	FRIDAY, DEC 15
26	DEC 9 - DEC 22	WEDNESDAY, DEC 20	FRIDAY, DEC 29
1	DEC 23 - JAN 5, 2024	FRIDAY, JAN 5, 2024	FRIDAY, JAN 12, 2024

Please note that the **bolded** timesheet submission dates are early due to Stat Holidays

STAT HOLIDAYS 2023	
New Year's Day	Sunday, January 1
Family Day	Monday, February 20
Good Friday	Friday, April 7
Easter Monday	Monday, April 10
Victoria Day	Monday, May 22
Canada Day	Saturday, July 1
BC Day	Monday, August 7
Labour Day	Monday, September 4
Truth and Reconciliation Day	Saturday, September 30
Thanksgiving Day	Monday, October 9
Remembrance Day	Saturday, November 11
Christmas Day	Monday, December 25
Boxing Day	Tuesday, December 26

**Religious and Ethno-Cultural
Holidays Article 17.9**

An employee will have the option of working Boxing Day and Easter Monday if their worksite is open, in exchange for two paid days off to observe religious and/or other ethno-cultural holidays other than those referenced in Clause 17.1* (Paid Holidays). Employees exercising this option will not be entitled to compensation pursuant to Clause 17.5 (Holiday falling on a workday) on Boxing Day and Easter Monday and will provide the Employer with the dates of the alternative two days for which leave will be requested. It is understood that this clause involves no increased costs to the Employer.

To request this option please complete a leave request form with at least 2 weeks' notice as per the leave request policy.

*17.1 Paid Holidays include:

New Years Day	Labour Day
Family Day	National Day of Truth and Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
British Columbia Day	

Any other holiday proclaimed by the federal or provincial governments will also be a paid holiday.

Employees shall be entitled to National Indigenous Peoples Day and/or Louis Riel Day in lieu of Easter Monday and/or Boxing Day if their worksite is open.

If unclear, please discuss with your BCGEU Shop Steward.