

WINTER 2024 NEWSLETTER



Irrevocable PTO Cashout Elections

For calendar year 2025,
Irrevocable PTO Cash-out
Election Forms are due by
December 15, 2024.

End of the Year Dinner

Friday December 13th
6:30pm - 10:00pm
Gino's Italian Restaurant
Employee + 1 guest included.

To participate in the gift
exchange, bring a wrapped gift
with a minimum value of \$20

In this issue:

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- End of the Year Payroll Reminders
- 2025 Pay Schedule
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End of the Year Payroll Reminders

- **Health Club Reimbursements** must be submitted by December 15th.
- **Floating Holiday(s)** – use it or lose it by 12/31/24. (if you plan to use it between 12/9/24–12/31/24 you must inform me in writing)
- **Flex Leave & Management Leave** – if you plan to use it between 12/9/24–12/31/24 you must inform me in writing, otherwise any applicable balances will be cashed out on 12/27/24 payroll.
- Make sure we have your current address for W-2 reporting.



Dental & Vision **Open Enrollment**



- Great News...Dental & Vision rate renewals will remain the same for calendar year 2025.
- During Open Enrollment, you may enroll in coverage, cancel coverage, add and/or delete dependents.
- Eligible dependent children may remain on the health plan until they reach age 26.
- Dental preventative care is covered at 100%
- To find an in-network participating dentist visit:
www.GuardianAnytime.com
- Annual eye wellness exams are covered at 100%.
- There is a \$10 co-pay.
- Frames up to \$150 are covered once per calendar year.
- To find an in-network participating vision provider, visit: www.vsp.com

457 - Optional **Retirement Plan**

Mission Square Retirement

The Authority offers optional participation in a deferred compensation plan.

Employees can contribute any percentage of compensation, subject to the limits specified by the IRS.

Benefits of a 457 plan include:

- Contributions are made pre-tax, which lowers your taxable income for the year.
- Catch-up options for employees over age 50.
- The money grows, tax-deferred, waiting for you to decide what to do with it when you retire.


For more information visit:

<https://www.msqplanservices.org/myplan/305578>



2025 PAY SCHEDULE



	PAY PERIOD	TIME CARD DUE DATE	PAY DATE
1	12/23/24 - 01/05/25	01/06/25	01/10/25
2	01/06/25 - 01/19/25	01/20/25	01/24/25
3	01/20/25 - 02/02/25	02/03/25	02/07/25
4	02/03/25 - 02/16/25	02/17/25	02/21/25
5	02/17/25 - 03/02/25	03/03/25	03/07/25
6	03/03/25 - 03/16/25	03/17/25	03/21/25
7	03/17/25 - 03/30/25	03/31/25	04/04/25
8	03/31/25 - 04/13/25	04/14/25	04/18/25
9	04/14/25 - 04/27/25	04/28/25	05/02/25
10	04/28/25 - 05/11/25	05/12/25	05/16/25
11	05/12/25 - 05/25/25	05/26/25	05/30/25
12	05/26/25 - 06/08/25	06/09/25	06/13/25
13	06/09/25 - 06/22/25	06/23/25	06/27/25
14	06/23/25 - 07/06/25	07/07/25	07/11/25
15	07/07/25 - 07/20/25	07/21/25	07/25/25
16	07/21/25 - 08/03/25	08/04/25	08/08/25
17	08/04/25 - 08/17/25	08/18/25	08/22/25
18	08/18/25 - 08/31/25	09/01/25	09/05/25
19	09/01/25 - 09/14/25	09/15/25	09/19/25
20	09/15/25 - 09/28/25	09/29/25	10/03/25
21	09/29/25 - 10/12/25	10/13/25	10/17/25
22	10/13/25 - 10/26/25	10/27/25	10/31/25
23	10/27/25 - 11/09/25	11/10/25	11/14/25
24	11/10/25 - 11/23/25	11/24/25	11/28/25
25	11/24/25 - 12/07/25	12/08/25	12/12/25
26	12/08/25 - 12/21/25	12/22/25	12/26/25



2025 HOLIDAY SCHEDULE – ABC & AWME

<u>Holiday</u>	<u>Observed</u>
New Year's Day	Wednesday, January 1, 2025 (All Sites Closed)
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Cesar Chavez Day	Monday March 31, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth Day	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025 (All Sites Closed)
Labor Day	Monday, September 1, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025 (All Sites Closed)
Friday after Thanksgiving	Friday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025 (All Sites Closed)
One Floating Holiday	By Employee Request