

Symbol Key: ○ Pay Day    △ Federal/State Holiday

JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			△ 1	2	3	4							1							1
5	6	7	8	9	○ 10	11	2	3	4	5	6	○ 7	8	2	3	4	5	6	○ 7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	△ 20	21	22	23	○ 24	25	16	△ 17	18	19	20	○ 21	22	16	17	18	19	20	○ 21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APRIL							MAY							JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	○ 4	5					1	○ 2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	○ 13	14
13	14	15	16	17	○ 18	19	11	12	13	14	15	○ 16	17	15	16	17	18	△ 19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	○ 27	28
27	28	29	30				25	△ 26	27	28	29	○ 30	31	29	30					
JULY							AUGUST							SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	△ 4	5						1	2		△ 1	2	3	4	○ 5	6
6	7	8	9	10	○ 11	12	3	4	5	6	7	○ 8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	○ 19	20
20	21	22	23	24	○ 25	26	17	18	19	20	21	○ 22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
OCTOBER							NOVEMBER							DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	○ 3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	○ 12	13
12	△ 13	14	15	16	○ 17	18	9	10	△ 11	12	13	○ 14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	○ 24	△ 25	26	27
26	27	28	29	30	○ 31		23	24	25	26	△ 27	○ 28	29	28	29	30	31			
							30													

### 2025 Federal and State Holidays

- |   |  |
|---|--|
| New Year's Day - Wednesday, January 1 <sup>**†</sup>            | Labor Day - Monday, September 1 <sup>**†</sup>           |
| Martin Luther King, Jr. Day - Monday, January 20 <sup>**†</sup> | Indigenous Peoples Day - Monday, October 13 <sup>*</sup> |
| Presidents Day - Monday, February 17 <sup>*</sup>               | Veterans Day - Tuesday, November 11 <sup>**†</sup>       |
| Memorial Day - Monday, May 26 <sup>**†</sup>                    | Thanksgiving Day - Thursday, November 27 <sup>**†</sup>  |
| Juneteenth - Thursday, June 19 <sup>**†</sup>                   | Native American Heritage Day - Friday, November 28       |
| Independence Day - Friday, July 4 <sup>**†</sup>                | Christmas Day - Thursday, December 25 <sup>**†</sup>     |

\*Bank and Post Office closures; †Consumer Direct Care Network office closures

## Work Week and Pay Day Schedule

- Work weeks are Sunday through Saturday.
- IPs using Electronic Visit Verification (EVV) must submit time daily.
- Live-in IPs using the DirectMyCare portal must submit time every Monday by 5 p.m. Pacific Time.
- Time corrections must be submitted on the DirectMyCare portal bi-weekly on Monday by 5 p.m. Pacific Time, as shown below. Time submitted late or with mistakes may delay pay.
- Pay information is available in the DirectMyCare portal.

Two Week Pay Period		Live-in & EVV Time	
Start Date	End Date	Correction Deadline	Pay Date
Sunday	Saturday	Monday	Friday
12/15/2024	12/28/2024	12/30/2024	1/10/2025
12/29/2024	1/11/2025	1/13/2025	1/24/2025
1/12/2025	1/25/2025	1/27/2025	2/7/2025
1/26/2025	2/8/2025	2/10/2025	2/21/2025
2/9/2025	2/22/2025	2/24/2025	3/7/2025
2/23/2025	3/8/2025	3/10/2025	3/21/2025
3/9/2025	3/22/2025	3/24/2025	4/4/2025
3/23/2025	4/5/2025	4/7/2025	4/18/2025
4/6/2025	4/19/2025	4/21/2025	5/2/2025
4/20/2025	5/3/2025	5/5/2025	5/16/2025
5/4/2025	5/17/2025	5/19/2025	5/30/2025
5/18/2025	5/31/2025	6/2/2025	6/13/2025
6/1/2025	6/14/2025	6/16/2025	6/27/2025
6/15/2025	6/28/2025	6/30/2025	7/11/2025
6/29/2025	7/12/2025	7/14/2025	7/25/2025
7/13/2025	7/26/2025	7/28/2025	8/8/2025
7/27/2025	8/9/2025	8/11/2025	8/22/2025
8/10/2025	8/23/2025	8/25/2025	9/5/2025
8/24/2025	9/6/2025	9/8/2025	9/19/2025
9/7/2025	9/20/2025	9/22/2025	10/3/2025
9/21/2025	10/4/2025	10/6/2025	10/17/2025
10/5/2025	10/18/2025	10/20/2025	10/31/2025
10/19/2025	11/1/2025	11/3/2025	11/14/2025
11/2/2025	11/15/2025	11/17/2025	11/28/2025
11/16/2025	11/29/2025	12/1/2025	12/12/2025
11/30/2025	12/13/2025	12/15/2025	12/24/2025*
12/14/2025	12/27/2025	12/29/2025	1/9/2026

**Email**

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**Phone**

866-214-9899

**Web Portal**

www.DirectMyCare.com

**Website**

www.ConsumerDirectWA.com