### Administrative 12 Month Employee

#### Pay Dates

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Due Date</th>
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<tbody>
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<td>6th to the 20th</td>
<td>22nd</td>
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<td>21st to the 5th</td>
<td>7th</td>
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#### Semimonthly Pay Period
- 24 paychecks
- Pay period 1-15th paid on the 5th
- Pay period 16th-last day of month paid on the 20th

#### 1st payday of fiscal year
- FYI: Last payday of fiscal year is 6-20-24 or 8-20-24 if attached to PP#5 - PP#28

#### Leave (full-time employees only)

- **Annual leave:** 24 days
- **Sick leave:** 12 days

#### Time Card Dates (extra hours outside of contract)

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#### Non Working Days

- **New Year’s Day:** 01/01/24
- **Martin Luther King Jr. Day:** 01/15/24
- **Presidents’ Day:** 02/19/24
- **Spring Break start:** 03/25/24
- **Spring Break end:** 03/29/24
- **Memorial Day:** 05/27/24
- **Labor Day:** 09/04/23
- **Independence Day:** 07/04/23
- **Pioneer Day:** 07/24/23
- **Labor Day:** 09/04/23
- **Fall Break:** 10/19/23
- **Thanksgiving Break:** 11/23/23
- **Thanksgiving Break:** 11/24/23
- **Thanksgiving Break:** 12/23/23
- **Winter Break start:** 01/05/24
- **Winter Break end:** 01/06/24
- **Presidents’ Day:** 02/19/24
- **Spring Break start:** 03/25/24
- **Spring Break end:** 03/29/24
- **Memorial Day:** 05/27/24
- **Presidents’ Day:** 02/19/24
- **Spring Break start:** 03/25/24
- **Spring Break end:** 03/29/24
- **Memorial Day:** 05/27/24

#### Other Dates

- **2023-2024**
- **260 day work calendar (start 7-01-23 end 6-30-24)**
- **FYI:** 1st paydate of fiscal year is 7-5-23 or 9-5-23 if attached to PP#5 - PP#28
- **FYI:** Last payday of fiscal year is 6-20-24 or 8-20-24 if attached to PP#5 - PP#28

#### Legend

- **Red:** Non Workday
- **Green:** Pay Date
- **Blue:** Work Day
- **Yellow:** Paid Holidays

#### Holidays

- **New Year’s Day:** 01/01/24
- **Martin Luther King Jr. Day:** 01/15/24
- **Presidents’ Day:** 02/19/24
- **Spring Break start:** 03/25/24
- **Spring Break end:** 03/29/24
- **Memorial Day:** 05/27/24

#### Time Card Dates (extra hours outside of contract)

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