

THE SCHOOL DISTRICT OF VOLUSIA COUNTY

FISCAL YEAR 2023-2024

PAYROLL SCHEDULES

Full Year Pay Dates

Pay Types

Pay Periods

Pay Dates

School Calendars

Holidays

FY24 Pay Types

| <u>Pay types</u> | <u># months</u> | <u>Description</u> | <u>Page</u> |
|------------------|-----------------|---|-------------|
| 200 | 12 | Admin/Non-barg Exempt 260 day June multi-pay | 1 |
| 201 | 12 | Admin/Non-barg Non-Exempt 260 day June multi-pay | 1 |
| 401 | 12 | VUE Support - 260 day June multi-pay | 1 |
| 501 | 12 | AFSCME - 260 day June multi-pay | 1 |
| 310 | 11.75 | Instructional - 256 day position | 2 |
| 105 | 12 | School Based Admin 255 day June multi-pay | 3 |
| 205 | 12 | District Admin/Non-barg Exempt 255 day June multi-pay | 3 |
| 206 | 12 | District Admin/Non-barg Non-Exempt 255 day June multi-pay | 3 |
| 107 | 12 | School Based Admin 250 day June multi-pay | 4 |
| 207 | 12 | District Admin/Non-barg Exempt 250 day June multi-pay | 4 |
| 208 | 12 | District Admin/Non-barg Non-Exempt 250 day June multi-pay | 4 |
| 403 | 12 | VUE Support - 250 day June multi-pay | 4 |
| 503 | 12 | AFSCME - 250 Day June multi-pay | 4 |
| 203 | n/a | Dispatchers | 5 |
| 211 | n/a | Day Care Workers | 6 |
| 306 | n/a | Instructional Extended Day- as needed | 6 |
| 525 | n/a | Night Guardians | 6 |
| 710 | n/a | Student Workers | 6 |
| 712 | n/a | Inst Hosp/Home Bound/Child Find | 6 |
| 713 | n/a | Instructional Limited Term | 6 |
| 714 | n/a | Limited Term Support | 6 |
| 716 | n/a | Sub Instructional | 6 |
| 719 | n/a | Sub support | 6 |
| 230 | 11 | Admin/Non-barg 216 day - 24 pay | 7 |
| 330 | 11 | Instructional 216 day - 24 pay | 7 |
| 430 | 11 | VUE Support - 216 day - 22 pay | 8 |
| 134 | 11 | School Based Admin 212 day - 24 pay | 9 |
| 234 | 11 | Admin/Non-barg - 212 day - 24 pay | 9 |
| 550 | 10 | SWC Managers/Interns - 198 day - 24 pay | 10 |
| 340 | 10 | 196 Day Instructional - 24 pay | 11 |
| 344 | 10 | 196 Day Instructional Job Share | 11 |
| 345 | 10 | 196 day International Instructional (EEP) | |
| 346 | 10 | 196 day International Instructional (TPG) | 11 |
| 341 | 10 | Late Start Inst - Begin on or after 1/2/24 | 12 |
| 307 | 9 | Extra Period Supplements | 13 |
| 240 | 10 | 196 Day Non-bargaining Non-Exempt - 21 pay | 14 |
| 241 | 10 | 196 Day Non-bargaining Exempt Support - 21 pay | 14 |
| 264 | 10 | Psychologist Interns - 196 day - 21 pay | 14 |
| 440 | 10 | VUE Support - 196 day - 21 pay | 14 |
| 555 | 9 | AFSCME - 190 day - 21 pay | 15 |
| 560 | 9 | SWC Assistants - 186 day - 21 pay | 16 |
| 470 | 9 | VUE Support - 185 day Paras - 21 pay | 17 |
| 505 | 9 | AFSCME - 185 day Guardians - 21 pay | 18 |
| 261 | 9 | Non-barg Exempt - 185 day Healthcare support - 21 pay | 19 |
| 262 | 9 | Non-barg Non-Exempt - 185 day Healthcare support - 21 pay | 19 |
| 565 | 9 | Clinic Assistants - 185 day - 21 pay | 19 |
| 562 | 9 | Bus - 183 day | 20 |
| 572 | 9 | SWC Dining Room Aides - 181 day - 21 pay | 21 |
| 270 | 9 | Non-bargaining Non-Exempt - 180 day - 21 pay | 22 |
| 471 | 9 | VUE Support - 180 day Office Specialists - 21 pay | 22 |
| 570 | 9 | AFSCME - 180 day - 21 pay | 22 |
| 791 | n/a | Activity Supplements | 23 |
| 792 | n/a | Activity Supplements | 23 |
| 793 | n/a | Activity Supplements | 23 |

PAYROLL AND BENEFITS CONTACT

| Contact | Ext. | email | Pay Types and/or other responsibilities |
|-----------------------------------|-------|---------------------------|--|
| Main number | 20362 | payroll@volusia.k12.fl.us | fax number (386) 943-3407 |
| Carolyn Snyder | 20300 | cwsnyder | Coordinator, Benefits/Payroll |
| Amy Ryan | 20352 | alryan | PT 344, 345, 346, 713 All DROP Payments Terminal Leave - Instructional & Administrative VUE Instructional Sick Bank Processing FRS Reporting |
| Angela James | 20359 | aajames | Garnishments Payroll Training, Security, Audit Comp timekeeping Terminal Leave - Support Staff |
| Amy Minger | 20307 | amminger | Tax Shelter Annuities Insurance billing / Missed Deductions |
| Sheridan Smith | 20224 | sdsmith1 | PT 200, 201,105,107, 205, 206, 207,208, 230, 134, 234 PT 562 Non-Bargaining Sick Bank Processing PT 585, 586 Summer School Transportation AFSCME Attendance Bonus Backup |
| Tina Flaherty | 20355 | tmflaher | PT 310, 330 Upload Miscellaneous DROP /Terminal Leave backup Summer School TCP Security AFSCME - Attendance Bonus |
| Laura Aitken | 20360 | ljaitken | PT 401, 403, 430, 440, 501, 503, 570 AFSCME Sick Bank Processing VUE Support Sick Bank Processing |
| Tiffany Roberts | 20223 | tarober1 | PT 735 All Invoices Rapid Pay Cards TCP- School Way Café & Transportation Check distribution back up |
| Adriana Abella | 20358 | aabella | PT 211,470, 471, 555, 565, 572 Check Distribution back up |
| Shanda Solana | 20379 | slsolana | PT 340 (Secondary), 306, 307, 710, 712 |
| Tatiana Acevedo | 20380 | tgaceved | PT 203,240,241,261,262,264,270,505,525,550,560 PT 709,716,719 Payroll Website |
| Lisa Branton | 20356 | ljbranton | PT 340 (Elementary) Activity Supplements PT 791,792,793,794 Federal Programs Uploads |
| Griselle Santiago | 20362 | gsantiago | Direct Deposits Check Distribution |
| Dani Adamski | 20304 | pradamsk | Benefit Deductions and W4 A-K Wash Nat'l, Liberty Mutual, First Financial, American Fidelity Futures, United Way, United Negro College Fund |
| Samantha Bench | 20309 | sibench | Benefit Deductions and W 4 L-Z Disability & Life Claims (The Standard) |
| Jenny Laundrie | 20311 | jmlaundr | Retirement |

VOLUSIA COUNTY SCHOOLS

2023-2024 Holiday and Non-Work Day Schedules

| 196-day through 216-day; 256-day positions | | |
|--|-----|-------------------------------|
| <u>Paid Holidays (6)</u> | | |
| Sep 4, 2023 | Mon | Labor Day |
| Nov 23, 2023 | Thu | Thanksgiving Holiday |
| Nov 24, 2023 | Fri | Thanksgiving Holiday |
| Dec 25, 2023 | Mon | Christmas Day Observed |
| Jan 15, 2024 | Mon | Martin Luther King, Jr. B'day |
| May 27, 2024 | Mon | Memorial Day |
| 256-day positions have an additional three days as floating holidays | | |
| Refer to School Calendar and pay type schedules for non-work days. | | |

| 250-day; 255-day; 260-day positions | | |
|--|------|-------------------------------|
| <u>Paid Holidays (12)</u> | | |
| July 4, 2023 | Tues | Independence Day |
| Sep 4, 2023 | Mon | Labor Day |
| Nov 10, 2023 | Fri | Veterans Day |
| Nov 22, 2023 | Wed | Thanksgiving Holiday |
| Nov 23, 2023 | Thu | Thanksgiving Holiday |
| Nov 24, 2023 | Fri | Thanksgiving Holiday |
| Dec 22, 2023 | Fri | Christmas Eve Observed |
| Dec 25, 2023 | Mon | Winter Break |
| Jan 1, 2024 | Mon | Winter Break |
| Jan 15, 2024 | Mon | Martin Luther King, Jr. B'day |
| Feb 19, 2024 | Mon | Presidents Day |
| May 27, 2024 | Mon | Memorial Day |
| <u>250- day Scheduled Unpaid (non-work) (10)</u> | | |
| Dec 21, 2023 | Thu | Winter Break |
| Dec 26, 2023 | Tue | Winter Break |
| Dec 27, 2023 | Wed | Winter Break |
| Dec 28, 2023 | Thu | Winter Break |
| Dec 29, 2023 | Fri | Winter Break |
| Mar 25, 2024 | Mon | Spring Break |
| Mar 26, 2024 | Tue | Spring Break |
| Mar 27, 2024 | Wed | Spring Break |
| Mar 28, 2024 | Thu | Spring Break |
| Mar 29, 2024 | Fri | Spring Break |
| <u>255- day Scheduled Unpaid (non-work) (6)</u> | | |
| Dec 21, 2023 | Thu | Winter Break |
| Dec 26, 2023 | Tue | Winter Break |
| Dec 27, 2023 | Wed | Winter Break |
| Dec 28, 2023 | Thu | Winter Break |
| Dec 29, 2023 | Fri | Winter Break |

| Four (10-hour) Day Work Weeks |
|---|
| <p>Four day work weeks are traditionally for positions of 250- days or more, however, the start of the school year has four-day work weeks for 212-day and 216-day positions. (10 hours for normal 8-hr day; less than 8-hr day is prorated)</p> <p>Summer Programs may have their own schedules.</p> <ul style="list-style-type: none"> > Mon, Jun 7, 2023 through Thur, Aug 3, 2023 are four 10- hour days with Friday mandatory close. > Mon, Mar 25, 2024 to Thur, Mar 28, 2024 are four 10- hour days for 255-day and 260-day staff; Friday is a mandatory close day. > Mon, Jun 3, 2024: start of four-day work weeks through the week of August 2 of the next fiscal year ; Fridays are mandatory close. |

1. A School Board approved holiday cannot be the beginning date or termination date for any employee. Also, if an employee is on unpaid leave the workday before and after the paid holiday, the employee will not be paid for the holiday
2. The School Board reserves the right to modify these schedules at any time.

VOLUSIA COUNTY SCHOOLS

2023-2024 Holiday and Non-Work Day Schedules (Updated 11/7/23)

| 196-day through 216-day; 256-day positions | | |
|--|-----|-------------------------------|
| <u>Paid Holidays (6)</u> | | |
| Sep 4, 2023 | Mon | Labor Day |
| Nov 23, 2023 | Thu | Thanksgiving Holiday |
| Nov 24, 2023 | Fri | Thanksgiving Holiday |
| Dec 25, 2023 | Mon | Christmas Day Observed |
| Jan 15, 2024 | Mon | Martin Luther King, Jr. B'day |
| May 27, 2024 | Mon | Memorial Day |
| 256-day positions have an additional three days as floating holidays | | |
| Refer to School Calendar and pay type schedules for non-work days. | | |

| 250-day; 255-day; 260-day positions | | |
|---|-----|-------------------------------|
| <u>Paid Holidays (12)</u> | | |
| July 4, 2023 | Tue | Fourth of July |
| Sep 4, 2023 | Mon | Labor Day |
| Nov 10, 2023 | Fri | Veteran's Day |
| Nov 22, 2023 | Wed | Thanksgiving Holiday |
| Nov 23, 2023 | Thu | Thanksgiving Holiday |
| Nov 24, 2023 | Fri | Thanksgiving Holiday |
| Dec 22, 2023 | Fri | Christmas Eve observed |
| Dec 25, 2023 | Mon | Christmas Day observed |
| Jan 1, 2024 | Mon | Winter Break |
| Jan 15, 2024 | Mon | Martin Luther King, Jr. B'day |
| May 27, 2024 | Mon | Memorial Day |
| Jun 19, 2024 | Wed | Juneteenth Holiday |
| <u>250-day Scheduled Unpaid (non work) (10)</u> | | |
| Dec 21, 2023 | Thu | Winter Break |
| Dec 26, 2023 | Tue | Winter Break |
| Dec 27, 2023 | Wed | Winter Break |
| Dec 28, 2023 | Thu | Winter Break |
| Dec 29, 2023 | Fri | Winter Break |
| Mar 25, 2024 | Mon | Spring Break |
| Mar 26, 2024 | Tue | Spring Break |
| Mar 27, 2024 | Wed | Spring Break |
| Mar 28, 2024 | Thu | Spring Break |
| Mar 29, 2024 | Fri | Spring Break |
| <u>255- day Scheduled Unpaid (non-work) (5)</u> | | |
| Dec 21, 2023 | Thu | Winter Break |
| Dec 26, 2023 | Tue | Winter Break |
| Dec 27, 2023 | Wed | Winter Break |
| Dec 28, 2023 | Thu | Winter Break |
| Dec 29, 2023 | Fri | Winter Break |

| Four (10-hour) Day Work Weeks |
|---|
| <p>Four day work weeks are traditionally for positions of 250- days or more, however, the start of the school year has four-day work weeks for 212-day and 216-day positions. (10 hours for normal 8-hr day; less than 8-hr day is prorated)</p> <p>Summer Programs may have their own schedules.</p> <ul style="list-style-type: none"> > Mon, Jun 5, 2023 through Thur, Aug 3, 2023 are four 10- hour days with Friday mandatory close. > Mon, Feb 19, 2024 is a manadatory close day to celebrate Presidents' Day. 12-month staff will work four 10-hour days, Tuesday through Friday. > Mon, Mar 25, 2024 to Thur, Mar 28, 2024 are four 10-hour days for 255-day and 260-day staff; Friday is a mandatory close day. > Mon, Jun 3, 2024: start of four-day work weeks through the week of August 2 of the next fiscal year; Fridays are mandatory close. |

1. A School Board approved holiday cannot be the beginning date or termination date for any employee. Also, if an employee is on unpaid leave the workday before and after the paid holiday, the employee will not be paid for the holiday
2. The School Board reserves the right to modify these schedules at any time.

2023-2024 Volusia County Schools School Calendar

Make-up days for inclement weather include November 20 and November 21.

| | |
|---|--|
| August 8 (Tuesday) | Preplanning Begins – Teachers Report |
| August 14 (Monday) | First Day of School for Students |
| September 4 (Monday) | Labor Day Holiday |
| September 22 (Friday) | Professional Development Day/Student Holiday |
| October 16 (Monday) | Teacher Duty Day/Student Holiday |
| November 10 (Friday) | Veterans Day Holiday |
| November 20 (Monday) | Thanksgiving Holiday Begins |
| <i>***November 20 and 21 will be used as makeup days for inclement weather if needed***</i> | |
| November 27 (Monday) | Classes Resume December 18 (Monday) |
| Winter Holiday Begins | |
| January 2 (Tuesday) | Teacher Duty Day/Student Holiday |
| January 3 (Wednesday) | Classes Resume |
| January 15 (Monday) | Martin Luther King’s Birthday Holiday |
| February 19 (Monday) | President’s Day Holiday |
| March 22 (Friday) | Teacher Duty Day/Student Holiday |
| March 25 (Monday) | Spring Holiday Begins |
| April 1 (Monday) | Classes Resume |
| May 27 (Monday) | Memorial Day Holiday |
| May 31 (Friday) | Last Day of School for Students |
| June 4 (Tuesday) | Last Day of School for Teachers |

Early Release Days

All students will be released approximately one hour early on the 35 days listed below.
 (33 Wednesdays and two Fridays, December 15, 2023, and May 31, 2024)

| | | | | |
|--|---|---|--|--|
| August 16, 2023 August 23, 2023 August 30, 2023 | September 6, 2023 September 13, 2023 September 20, 2023 September 27, 2023 | October 4, 2023 October 18, 2023 October 25, 2023 | November 1, 2023 November 8, 2023 November 15, 2023 November 29, 2023 | December 6, 2023 December 15, 2023 (Friday) |
| January 10, 2024 January 17, 2024 January 24, 2024 January 31, 2024 | February 14, 2024 February 21, 2024 February 28, 2024 | March 6, 2024 March 13, 2024 March 20, 2024 | April 3, 2024 April 10, 2024 April 17, 2024 April 24, 2024 | May 1, 2024 May 8, 2024 May 15, 2024 May 22, 2024 May 31, 2024(Friday the last day of school for students) |

Grading Period/Report Card Dates

| Period | Days | Grade Period Begins | Midterm Period Ends | Grade Period Ends | Grades on Parent Portal Report Card Distribution | |
|--------|------|---------------------|---------------------|-------------------|--|--|
| 1 | 43 | 08/14/2023 | 09/13/2023 | 10/13/2023 | 10/20/2023 | |
| 2 | 38 | 10/17/2023 | 11/15/2023 | 12/15/2023 | 01/08/2024 | |
| 3 | 55 | 01/03/2024 | 02/07/2024 | 03/21/2024 | 04/04/2024 | |
| 4 | 44 | 04/01/2024 | 05/01/2024 | 05/31/2024 | 06/05/2024 Elementary | Middle/High DATE TO BE ANNOUNCED |

FY 2023-2024

Run Numbers, Pay Dates, and Close Dates

QUICK REFERENCE

(For regular prorated positions only. Summer programs, transportation, and cafeteria may have different schedules.)

| <u>Run #</u> | <u>Pay Date</u> | <u>Close Date</u> | <u>Pay Period</u> <u>End Date</u> | |
|--------------|-----------------|-------------------|--------------------------------------|---|
| 079 | 07/31/23 | 07/17/23 | 7/15/2023 | |
| 085 | 08/15/23 | 08/01/23 | 7/31/2023 | |
| 089 | 08/31/23 | 08/16/23 | 8/15/2023 | |
| 095 | 09/15/23 | 09/01/23 | 8/31/2023 | |
| 099 | 09/29/23 | 09/18/23 | 9/15/2023 | |
| 105 | 10/13/23 | 10/02/23 | 9/30/2023 | |
| 109 | 10/31/23 | 10/16/23 | 10/15/2023 | |
| 115 | 11/15/23 | 11/01/23 | 10/31/2023 | |
| 119 | 11/30/23 | 11/16/23 | 11/15/2023 | |
| 125 | 12/08/23 | 12/01/23 | 11/30/2023 | |
| 126 | 12/15/23 | 12/06/23 | 12/15/2023 | Project leave through 12/15/2023 |
| 215 | 01/12/24 | 01/02/24 | 12/31/2023 | |
| 219 | 01/31/24 | 01/16/24 | 1/15/2024 | |
| 225 | 02/15/24 | 02/01/24 | 1/31/2024 | |
| 229 | 02/29/24 | 02/16/24 | 2/15/2024 | |
| 235 | 03/15/24 | 03/01/24 | 2/29/2024 | |
| 239 | 03/21/24 | 03/12/24 | 3/15/2024 | Project leave through 3/15/2024 |
| 245 | 04/15/24 | 04/01/24 | 3/31/2024 | |
| 249 | 04/30/24 | 04/16/24 | 4/15/2024 | |
| 255 | 05/15/24 | 05/01/24 | 4/30/2024 | |
| 259 | 05/31/24 | 05/16/24 | 5/15/2024 | |
| 261-264 | 6/4/2024 | n/a | n/a | 4 checks, teachers only: pay types 340,344,346 |
| 261-263 | 6/4/2024 | n/a | n/a | 3 checks SWC Mgrs only: pay type 550 |
| 265 | 06/13/24 | 06/03/24 | 5/31/2024 | |
| 267 | 06/27/24 | 06/17/24 | 6/30/2024 | Project leave through 6/30/2024 |
| 268 | 06/27/24 | n/a | n/a | 2nd check for 11-month teachers, admin, and 12-month June Multi Pay |
| 269 | 06/27/24 | n/a | n/a | 3rd payment for 11-month teachers and admin |

Invoice Pay Dates and Close Dates

Invoices received in Payroll will be paid within one to two pay cycles after receipt contingent upon no errors and/or missing information required for processing. This timeline may also be adjusted at the discretion of Payroll due to unforeseen circumstances.

| <u>Run #</u> | <u>INVOICE Close Date</u> | <u>Pay Date</u> |
|--------------|-------------------------------|-----------------|
| 075 | 06/30/23 | 07/13/23 |
| 079 | 07/17/23 | 07/31/23 |
| 085 | 08/01/23 | 08/15/23 |
| 089 | 08/16/23 | 08/31/23 |
| 095 | 09/01/23 | 09/15/23 |
| 099 | 09/18/23 | 09/29/23 |
| 105 | 10/02/23 | 10/13/23 |
| 109 | 10/16/23 | 10/31/23 |
| 115 | 11/01/23 | 11/15/23 |
| 119 | 11/16/23 | 11/30/23 |
| 125 | 12/01/23 | 12/08/23 |
| 126 | No Invoices paid | |
| 215 | 01/02/24 | 01/12/24 |
| 219 | 01/16/24 | 01/31/24 |
| 225 | 02/01/24 | 02/15/24 |
| 229 | 02/16/24 | 02/29/24 |
| 235 | 03/01/24 | 03/15/24 |
| 239 | No Invoices paid | |
| 245 | 04/01/24 | 04/15/24 |
| 249 | 04/16/24 | 04/30/24 |
| 255 | 05/01/24 | 05/15/24 |
| 259 | 05/16/24 | 05/31/24 |
| 265 | 06/03/24 | 06/13/24 |
| 267 | 06/17/24 | 06/27/24 |
| 268 | No Invoices paid | |

260-day positions - 24 payments June Multi-pay

12 Month Pay Types:

200 Admin/Non-Bargaining Exempt

401 VUE Support

201 Admin/Non-Bargaining Non-exempt

501 AFSCME

First Day of Duty: 07/03/23

Last Day of Duty: 06/27/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|--------------------------|-----------|------------------------------|-------------------|
| 24 | 079 | 07/01/23 | 07/15/23 | 07/17/23 | 07/31/23 | 10 | (0.83) | | |
| 23 | 085 | 07/16/23 | 07/31/23 | 08/01/23 | 08/15/23 | 11 | (0.67) | 4 | 08/01/23 |
| 22 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 11 | (0.50) | | |
| 21 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 0.67 | 1 | 09/01/23 |
| 20 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 0.83 | | |
| 19 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 0.00 | 1 | 10/02/23 |
| 18 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | (0.83) | | |
| 17 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 0.33 | 1 | 11/01/23 |
| 16 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 11 | 0.50 | | |
| 15 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 11 | 0.67 | 1 | 12/01/23 |
| 14 | 126 | 12/01/23 | 12/15/23 | * | 12/06/23 | 11 | 0.83 | | |
| 13 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 10 | 0.00 | 1 | 01/02/24 |
| 12 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 11 | 0.17 | | |
| 11 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 1.33 | 1 | 02/01/24 |
| 10 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 1.50 | | |
| 9 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 10 | 0.67 | 1 | 03/01/24 |
| 8 | 239 | 03/01/24 | 03/15/24 | * | 03/12/24 | 11 | 0.83 | | |
| 7 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 10 | 0.00 | 1 | 04/03/24 |
| 6 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 0.17 | | |
| 5 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 0.33 | | |
| 4 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 0.50 | | |
| 3 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | 1.67 | | |
| 2 | 267 | 06/01/24 | 06/30/24 | * | 06/17/24 | 20 | 10.83 | | |
| 1 | 268 | | | | 06/27/24 | | 0.00 | | |
| | | | | | | <u>260</u> | | <u>12</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

*** Project leave time through the "To Date"**

260 contract days divided by 24 equal payments = 10.83 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

ANNUAL LEAVE and SICK LEAVE will be earned JULY through JUNE.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday,

the employee will not be paid for the holiday.

Paid Holidays: 7/4/23, 9/4/23, 11/10/23, 11/22/23 through 11/24/23, 12/22/23, 12/25/23, 1/1/24, 1/15/24, 2/19/24, 5/27/24

Four Day Mandatory Work Weeks: 7/10/23, 7/17/23, 7/24/23, 7/31/23, 3/25/24

6/3/24, 6/10/24, 6/17/24, 6/24/24

256-day positions - 24 payments

11.75 Month Pay Types:

310 Instructional

First Day of Duty: 07/03/23

Last Day of Duty: 06/28/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|---------------------|-----------|------------------------------|-------------------|
| | | | | | | Days Per Pay Period | | | |
| 24 | 079 | 07/01/23 | 07/15/23 | 07/17/23 | 07/31/23 | 10 | (0.67) | | |
| 23 | 085 | 07/16/23 | 07/31/23 | 08/01/23 | 08/15/23 | 11 | (0.33) | 4 | 07/03/23 |
| 22 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 11 | 0.00 | | |
| 21 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 1.33 | 1 | 09/01/23 |
| 20 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 1.67 | | |
| 19 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 1.00 | 1 | 10/02/23 |
| 18 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 0.33 | | |
| 17 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 1.67 | 1 | 11/01/23 |
| 16 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 11 | 2.00 | | |
| 15 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 11 | 2.33 | 1 | 12/01/23 |
| 14 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 2.67 | | |
| 13 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 6 | (2.00) | 1 | 01/02/24 |
| 12 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 11 | (1.67) | | |
| 11 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | (0.33) | 1 | 02/01/24 |
| 10 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 0.00 | | |
| 9 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 10 | (0.67) | 1 | 03/01/24 |
| 8 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | (0.33) | | |
| 7 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 10 | (1.00) | 1 | 04/03/24 |
| 6 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | (0.67) | | |
| 5 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | (0.33) | | |
| 4 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 0.00 | | |
| 3 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | 1.33 | | |
| 2 | 267 | 06/01/24 | 06/30/24 | * 06/17/24 | 06/27/24 | 20 | 10.67 | | |
| 1 | 268 | | | | 06/27/24 | | 0.00 | | |
| | | | | | | <u>256</u> | | <u>12</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

*** Project leave time through the "To Date"**

256 contract days divided by 24 equal payments = 10.67 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned JULY through JUNE.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Paid Holidays: 9/4/23, 11/23/23, 11/24/23, 12/25/23, 1/15/24, 5/27/24

Scheduled Non Work/Non Paid Days: 7/4/23, 12/26/23 through 12/29/23



2023-2024
11.75 Month 256 Day Positions

PD = pay date PH = paid holiday
PDD = professional development day
DD = duty day
NW = non work day

| Jul-23 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | PH | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | PD | | | | | |

21

| Aug-23 | | | | | | |
|--------|----|-----------|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | PD | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

23

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | PH | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | PDD | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

21

| Oct-23 | | | | | | |
|--------|----|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|----|----|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | PH | PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

22

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | PH | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

17

| Jan-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | PH | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

23

| Feb-24 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

21

| Mar-24 | | | | | | |
|--------|----|----|----|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

21

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

20

*First check of fiscal year issued July 31

*Two (2) equal checks issued June 27

255-day positions - 24 payments June Multi-pay
12 Month Pay Types:
105 School Based Administration
205 District Admin/Non-Bargaining Exempt
206 District Admin/Non-Bargaining Non-exempt

First Day of Duty: 07/03/23 **Last Day of Duty: 06/27/24**

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|--------------------------|-----------|------------------------------|-------------------|
| 24 | 079 | 07/01/23 | 07/15/23 | 07/17/23 | 07/31/23 | 10 | (0.63) | | |
| 23 | 085 | 07/16/23 | 07/31/23 | 08/01/23 | 08/15/23 | 11 | (0.25) | 4 | 08/01/23 |
| 22 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 11 | 0.13 | | |
| 21 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 1.50 | 1 | 09/01/23 |
| 20 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 1.88 | | |
| 19 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 1.25 | 1 | 10/02/23 |
| 18 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 0.63 | | |
| 17 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 2.00 | 1 | 11/01/23 |
| 16 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 11 | 2.38 | | |
| 15 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 11 | 2.75 | 1 | 12/01/23 |
| 14 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 3.13 | | |
| 13 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 5 | (2.50) | 1 | 01/02/24 |
| 12 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 11 | (2.13) | | |
| 11 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | (0.75) | 1 | 02/01/24 |
| 10 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | (0.38) | | |
| 9 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 10 | (1.00) | 1 | 03/01/24 |
| 8 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | (0.63) | | |
| 7 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 10 | (1.25) | 1 | 04/03/24 |
| 6 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | (0.88) | | |
| 5 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | (0.50) | | |
| 4 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | (0.13) | | |
| 3 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | 1.25 | | |
| 2 | 267 | 06/01/24 | 06/30/24 | * 06/17/24 | 06/27/24 | 20 | 10.63 | | |
| 1 | 268 | | | | 06/27/24 | | 0.00 | | |
| | | | | | | <u>255</u> | | | |
| | | | | | | | <u>12</u> | | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

255 contract days divided by 24 equal payments = 10.63 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

ANNUAL LEAVE and SICK LEAVE will be earned JULY through JUNE.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Paid Holidays: 7/4/23, 9/4/23, 11/10/23, 11/22/23 through 11/24/23, 12/22/23, 12/25/23, 1/1/24, 1/15/24, 2/19/24, 5/27/24

Scheduled Non Work/Non Paid Days: 12/21/23, 12/26/23-12/29/23

Four Day Mandatory Work Weeks: 7/10/23, 7/17/23, 7/24/23, 7/31/23, 3/25/24, 6/3/24, 6/10/24, 6/17/24, 6/24/24



2023-2024

12 Month 255 Day Positions - June multi pay

PD = pay date PH = paid holiday
 MC = mandatory closing - 4 day work week
 MA = mandatory annual leave required

| Jul-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | PH | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | MC | 15 |
| 16 | 17 | 18 | 19 | 20 | MC | 22 |
| 23 | 24 | 25 | 26 | 27 | MC | 29 |
| 30 | PD | | | | | |

21

| Aug-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | MC | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | PD | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

23

| Sep-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | PH | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

21

| Oct-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | PH | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | PH | PH | PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

22

| Dec-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | NW | PH | 23 |
| 24 | PH | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Jan-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | PH | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

23

| Feb-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | PH | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

21

| Mar-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | MC | 30 |
| 31 | | | | | | |

21

| Apr-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | MC | 8 |
| 9 | 10 | 11 | 12 | PD | MC | 15 |
| 16 | 17 | 18 | 19 | 20 | MC | 22 |
| 23 | 24 | 25 | 26 | PD | MC | 29 |
| 30 | | | | | | |

20

*First check of fiscal year issued July 31

*Two (2) equal checks issued June 27

250-day positions - 24 payments June Multi-pay

12 Month Pay Types:

107 School Based Administration

403 VUE Support

207 District Admin/Non-Bargaining Exempt

503 AFSCME

208 District Admin/Non-Bargaining Non-exempt

First Day of Duty: 07/03/23

Last Day of Duty: 06/27/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|--------------------------|-----------|------------------------------|-------------------|
| 24 | 079 | 07/01/23 | 07/15/23 | 07/17/23 | 07/31/23 | 10 | (0.42) | | |
| 23 | 085 | 07/16/23 | 07/31/23 | 08/01/23 | 08/15/23 | 11 | 0.17 | 4 | 08/01/23 |
| 22 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 11 | 0.75 | | |
| 21 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 2.33 | 1 | 09/01/23 |
| 20 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 2.92 | | |
| 19 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 2.50 | 1 | 10/02/23 |
| 18 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 2.08 | | |
| 17 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 3.67 | 1 | 11/01/23 |
| 16 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 11 | 4.25 | | |
| 15 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 11 | 4.83 | 1 | 12/01/23 |
| 14 | 126 | 12/01/23 | 12/15/23 | * | 12/06/23 | 11 | 5.42 | | |
| 13 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 5 | 0.00 | 1 | 01/02/24 |
| 12 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 11 | 0.58 | | |
| 11 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 2.17 | 1 | 02/01/24 |
| 10 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 2.75 | | |
| 9 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 10 | 2.33 | 1 | 03/01/24 |
| 8 | 239 | 03/01/24 | 03/15/24 | * | 03/12/24 | 11 | 2.92 | | |
| 7 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | (2.50) | 1 | 04/03/24 |
| 6 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | (1.92) | | |
| 5 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | (1.33) | | |
| 4 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | (0.75) | | |
| 3 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | 0.83 | | |
| 2 | 267 | 06/01/24 | 06/30/24 | * | 06/17/24 | 20 | 10.42 | | |
| 1 | 268 | | | | 06/27/24 | | 0.00 | | |
| | | | | | | <u>250</u> | | | |
| | | | | | | <u>12</u> | | | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

250 contract days divided by 24 equal payments = 10.42 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

ANNUAL LEAVE and SICK LEAVE will be earned JULY through JUNE.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Paid Holidays: 7/4/23, 9/4/23, 11/10/23, 11/22/23 through 11/24/23, 12/22/23, 12/25/23, 1/1/24, 1/15/24, 2/19/24, 5/27/24

Scheduled Non Work/Non Paid Days: 12/21/23, 12/26/23-12/29/23, 3/25/24-3/29/24

Four Day Mandatory Work Weeks: 7/10/23, 7/17/23, 7/24/23, 7/31/23, 3/25/24,

6/3/24, 6/10/24, 6/17/24, 6/24/24



2023-2024

12 Month 250 Day Positions - June multi pay

PD = pay date PH = paid holiday
 MC = mandatory closing - 4 day work week
 MA = mandatory annual leave required

| Jul-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | PH | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | MC | 15 |
| 16 | 17 | 18 | 19 | 20 | MC | 22 |
| 23 | 24 | 25 | 26 | 27 | MC | 29 |
| 30 | PD | | | | | |

21

| Aug-23 | | | | | | |
|--------|----|-----------|----|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | MC | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | PD | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

23

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | PH | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

21

| Oct-23 | | | | | | |
|--------|----|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|----|----|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | PH | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | PH | PH | PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

22

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | NW | PH | 23 |
| 24 | PH | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Jan-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | PH | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

23

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | PH | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

21

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | 22 | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|----|----|----|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | MC | 8 |
| 9 | 10 | 11 | 12 | PD | MC | 15 |
| 16 | 17 | 18 | 19 | 20 | MC | 22 |
| 23 | 24 | 25 | 26 | PD | MC | 29 |
| 30 | | | | | | |

20

*First check of fiscal year issued July 31

*Two (2) equal checks issued June 27

Night Guardians - Pay Type 525 AFSCME
Dispatchers - Pay Type 203 NonBargaining

First Day of Duty: 07/01/23

Last Day of Duty: 06/30/24

| Checks to be paid | Run Number | Report time From Date | Report time through date | Payroll Close Dates | Pay Dates | Possible Work Days Per Pay Period | Number of Sick Days Credited | Sick Leave Update | |
|-------------------|------------|-----------------------|--------------------------|---------------------|-----------------|-----------------------------------|---|-------------------|----|
| 24 | 075 | 06/16/23 | 06/30/23 | 07/03/23 | 07/13/23 | ** 15 | | | |
| 23 | 079 | 07/01/23 | 07/15/23 | 07/17/23 | 07/31/23 | 15 | 4 | 08/01/23 | |
| 22 | 085 | 07/16/23 | 07/31/23 | 08/01/23 | 08/15/23 | 16 | | | |
| 21 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 15 | 1 | 09/01/23 | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 16 | | | |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 15 | 1 | 10/03/23 | |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 15 | | | |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 15 | 1 | 11/01/23 | |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 16 | | | |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 15 | 1 | 12/01/23 | |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 15 | | | |
| 13 | 126 | 12/01/23 | 12/05/23 | 12/06/23 | 12/15/23 | 5 | 1 | 01/02/24 | |
| 12 | 215 | 12/06/23 | 12/31/23 | 01/02/24 | 01/12/24 | 26 | | | |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 15 | 1 | 02/01/24 | |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 16 | | | |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 15 | 1 | 03/01/24 | |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 14 | | | |
| 7 | 239 | 03/01/24 | 03/11/23 | 03/12/24 | 03/21/24 | 11 | 1 | 04/03/24 | |
| 6 | 245 | 03/12/24 | 03/31/24 | 04/01/24 | 04/15/24 | 20 | Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate | | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 15 | | | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 15 | | | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 15 | | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 16 | | | |
| 1 | 267 | 06/01/24 | 06/15/24 | 06/17/24 | 06/27/24 | *** 15 | | | |
| | | | | | | 366 | | | 12 |

****Time Worked in FY 2023 6/1/23 through 6/15/23 - paid in FY 2024 (7/13/23)**

*****Reported time for 6/16/24 through 6/30/24 will be paid on 7/15/24**

Checks are calculated at hours times hourly rate only.

TO ENSURE PAYMENT, ALL WORK HOURS MUST BE ENTERED IN THE WEB TIMECARD SCREEN.

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

ANNUAL LEAVE and SICK LEAVE will be earned JULY through JUNE.
 Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.



2023-2024

12 month Hours x Hourly Pay Type 203 & 525

PD = pay date

WD/PH = Paid holiday is a work day

| Jul-23 | | | | | | |
|--------|----|-------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | WD/PH | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | PD | | | | | |

31

| Aug-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | PD | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

31

| Sep-23 | | | | | | |
|--------|-------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | WD/PH | 5 | 6 | 7 | 9 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

30

| Oct-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

31

| Nov-23 | | | | | | |
|--------|----|----|------|-------|-------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | WD/PH | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | W/PH | WD/PH | WD/PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

30

| Dec-23 | | | | | | |
|--------|-------|----|----|----|-------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | WD/PH | 23 |
| 24 | WD/PH | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

31

| Jan-24 | | | | | | |
|--------|-------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | WD/PH | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | WD/PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

31

| Feb-24 | | | | | | |
|--------|-------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | WD/PH | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

29

| Mar-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

31

| Apr-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

30

| May-24 | | | | | | |
|--------|-------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | WD/PH | 28 | 29 | 30 | PD | |

31

| Jun-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 27 | 29 |
| 30 | | | | | | |

30

Hours x Hourly

Day Care Workers - 211; Instructional Extended Day - 306;
Student Workers - 710; Inst Hosp/HomeBnd/Child Find - 712
Limited Term Instructional - 713; Limited Term Support - 714;
Substitute Instructional - 716; Substitute Support - 719

First Day of Duty: 07/01/23

Last day of duty: 06/30/24

| Checks to be paid | Run Number | Report time From Date | Report time through date | Payroll Close Dates | Pay Dates | Possible Work Days Per Pay Period | |
|-------------------|------------|-----------------------|--------------------------|---------------------|-----------------|-----------------------------------|---|
| 24 | 075 | 06/16/23 | 06/30/23 | 07/03/23 | 07/13/23 | 10 | Time Worked in FY 2023- paid in FY 2024 |
| 23 | 079 | 07/01/23 | 07/15/23 | 07/17/23 | 07/31/23 | 8 | |
| 22 | 085 | 07/16/23 | 07/31/23 | 08/01/23 | 08/15/23 | 9 | An employee whose primary position is defined under one of the above categories may have limitations to the types of benefits available. |
| 21 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 10 | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 | |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 | |
| 13 | 126 | 12/01/23 | 12/15/23 | 12/06/23 | 12/15/23 | 11 | |
| 12 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 10 | Extended Day Care positions are covered under the Florida Retirement System and may be eligible for insurance coverage depending on total scheduled work hours. |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 9 | |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | |
| 7 | 239 | 03/01/24 | 03/15/24 | 03/12/24 | 03/21/24 | 11 | |
| 6 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 10 | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 11 | Wages paid to Student Workers under the Business program are subject to Federal Withholding Tax only. |
| 1 | 267 | 06/01/24 | 06/15/24 | 06/17/24 | 06/27/24 | ** 8 | |
| | | | | | | <u>242</u> | |

For summer daycare hours see summer payroll instructions/brochure.

**Reported time for 6/16/24 through 6/30/24 will be paid on 7/15/24

Checks are calculated at hours times hourly rate only.

Scheduled Non Work/ Non Paid Day: 7/4/23, 7/14/23, 7/21/23, 7/28/23, 8/4/23, 9/4/23, 11/10/23, 11/22/23 through 11/24/23, 12/18/23 through 1/2/24, 1/15/24, 2/19/24, 3/25/24 through 3/29/24, 5/27/24, 6/7/24, 6/14/24, 6/21/24, 6/28/24

**TO ENSURE PAYMENT, ALL WORK HOURS MUST BE ENTERED IN THE WEB TIMECARD SCREEN.
Enter PT 211 under REG and PT 306 under EXT.**

**SUBSTITUTE TEACHERS' TIME MUST BE VERIFIED IN SEMS/SFE.
SUBSTITUTE SUPPORTS' TIME MUST BE ENTERED IN THE SUB PAY WEB APPLICATION.**



2023-2024

Hours x Hourly Positions

PD = pay date

NW = non work day

MC = mandatory closing - 4 day work week

| Jul-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | NW | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | NW | 15 |
| 16 | 17 | 18 | 19 | 20 | NW | 22 |
| 23 | 24 | 25 | 26 | 27 | NW | 29 |
| 30 | PD | | | | | |

17

| Aug-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | NW | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | PD | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

22

| Sep-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

20

| Oct-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

16

| Dec-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

11

| Jan-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | NW | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

21

| Feb-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | 22 | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | PD | |

22

| Jun-24 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | NW | 8 |
| 9 | 10 | 11 | 12 | PD | NW | 15 |
| 16 | 17 | 18 | 19 | 20 | NW | 22 |
| 23 | 24 | 25 | 26 | PD | NW | 29 |
| 30 | | | | | | |

16

216-day positions - 24 payments

11 Month Pay Types:

230 Admin/Non-Bargaining

330 Instructional

First Day of Duty: 07/24/23 **Last Day of Duty: 06/19/24**

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|---------------------|-----------|------------------------------|-------------------|
| | | | | | | Days Per Pay Period | | | |
| 24 | 085 | 07/24/23 | 07/31/23 | 08/01/23 | 08/15/23 | 6 | (3.00) | | |
| 23 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 11 | (1.00) | 4 | 07/24/23 |
| 22 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 2.00 | ***4 | 08/24/23 |
| 21 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 4.00 | | |
| 20 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 5.00 | 1 | 10/02/23 |
| 19 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 6.00 | | |
| 18 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 9.00 | 1 | 11/01/23 |
| 17 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 10.00 | | |
| 16 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 8 | 9.00 | 1 | 12/01/23 |
| 15 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 11.00 | | |
| 14 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 1 | 3.00 | 1 | 01/02/24 |
| 13 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 10 | 4.00 | | |
| 12 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 7.00 | 1 | 02/01/24 |
| 11 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 9.00 | | |
| 10 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 9.00 | 1 | 03/01/24 |
| 9 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 11.00 | | |
| 8 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | 7.00 | 1 | 04/03/24 |
| 7 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 9.00 | | |
| 6 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 11.00 | | |
| 5 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 13.00 | | |
| 4 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | 16.00 | | |
| 3 | 267 | 06/01/24 | 06/19/24 | * 06/17/24 | 06/27/24 | 11 | 18.00 | | |
| 2 | 268 | | | | 06/27/24 | | 9.00 | | |
| 1 | 269 | | | | 06/27/24 | | 0.00 | | |
| | | | | | | <u>216</u> | | <u>11</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

216 contract days divided by 24 equal payments = 9.00 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned AUGUST through JUNE.
 Employee must be in an active position the last work day of the month to earn leave for that month.
 4 days credited to Instructional positions beginning with first duty day.
 ***4 days credited to Administrative and Support positions after completion of first month.
 If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Paid Holidays: 9/4/23, 11/23/23 11/24/23, 12/25/23, 1/15/24, 5/27/24
Scheduled Non Work/Non Paid Days: 11/10/23, 11/20-11/22/23, 12/18-12/22/2023, 12/26-12/29/23, 1/1/24, 2/19/24, 3/25-3/29/24, 6/7/24, 6/14/24

Four Day Work Week Mandatory Closing days: 7/28/23, 8/4/23, work prorated schedule these two weeks, work regular schedule the month of June

Duty Days: 9/22/23, 10/16/23, 1/2/24, & 3/22/24



2023-2024
11 Month 216 Day Instructional Positions - 24 pay

PD = pay date PH = paid holiday
 DD = duty day NW = non work day
 MC = mandatory closing - 4 day work week
 PDD = professional development day

| Jul-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | FD | 25 | 26 | 27 | MC | 29 |
| 30 | 31 | | | | | |

6

| Aug-23 | | | | | | |
|--------|----|-----------|----|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | MC | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | PD | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

23

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | PH | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | PDD | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

21

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | DD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | PH | PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

18

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | PH | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

12

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

22

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|----|----|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | MC | 8 |
| 9 | 10 | 11 | 12 | PD | MC | 15 |
| 16 | 17 | 18 | LD | 20 | MC | 22 |
| 23 | 24 | 25 | 26 | PD | MC | 29 |
| 30 | | | | | | |

11

*First check of fiscal year issued August 15
 Work prorated schedule week of July 24 and July 31

*Three (3) equal checks issued June 27
 Work regular schedule in June

216-day positions - 22 payments

11 Month Pay Types:

430 VUE Support

First Day of Duty: 07/24/23

Last Day of Duty: 06/19/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------------|---------------------|-----------|------------------------------|-------------------|
| | | | | | | Days Per Pay Period | | | |
| 22 | 085 | 07/24/23 | 07/31/23 | 08/01/23 | 08/15/23 | 6 | (3.82) | | |
| 21 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 11 | (2.64) | 4 | 08/24/23 |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | (0.45) | | |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 0.73 | 1 | 10/02/23 |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 0.91 | | |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 1.09 | 1 | 11/01/23 |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 3.27 | | |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 3.45 | 1 | 12/01/23 |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 8 | 1.64 | | |
| 13 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 2.82 | 1 | 01/02/24 |
| 12 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 1 | (6.00) | | |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 10 | (5.82) | 1 | 02/01/24 |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | (3.64) | | |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | (2.45) | 1 | 03/01/24 |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | (3.27) | | |
| 7 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | (2.09) | 1 | 04/03/24 |
| 6 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | (6.91) | | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | (5.73) | | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | (4.55) | | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | (3.36) | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | (1.18) | | |
| 1 | 267 | 06/01/24 | 06/19/24 | * 06/17/24 | 06/27/24 | 11 | 0.00 | | |
| | | | | | | <u>216</u> | | | |
| | | | | | | | | <u>11</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

*** Project leave time through the "To Date"**

216 contract days divided by 22 equal payments = 9.82 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned AUGUST through JUNE.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Paid Holidays: 9/4/23, 11/23/23 11/24/23, 12/25/23, 1/15/24, 5/27/24

Scheduled Non Work/Non Paid Days: 11/10/23, 11/20-11/22/23, 12/18-12/22/2023, 12/26-12/29/23, 1/1/24, 2/19/24, 3/25-29/24, 6/7/24, 6/14/24

Four Day Mandatory Work Weeks: 7/28/23, 8/4/23, work prorated schedule these two weeks, work regular schedule the month of June

Duty Days: 9/22/23, 10/16/23, 1/2/24, & 3/22/24



2023-2024

11 Month 216 Day Instructional Positions - 24 pay

PD = pay date

PH = paid holiday

DD = duty day

NW = non work day

MC = mandatory closing - 4 day work week

PDD = professional development day

| Jul-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | FD | 25 | 26 | 27 | MC | 29 |
| 30 | 31 | | | | | |

6

| Aug-23 | | | | | | |
|--------|----|-----------|----|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | MC | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | PD | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

23

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | PH | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | PDD | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

21

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | DD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | PH | PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

18

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | PH | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

12

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

22

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 6 |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|----|----|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | NW | 8 |
| 9 | 10 | 11 | 12 | PD | NW | 15 |
| 16 | 17 | 18 | LD | 20 | NW | 22 |
| 23 | 24 | 25 | 26 | PD | NW | 29 |
| 30 | | | | | | |

11

Work prorated schedule week of July 24 and July 31

Work regular schedule in June

212-day positions - 24 payments

11 Month Pay Types:

134 Administration

234 Admin/Non-Bargaining

First Day of Duty: 07/24/23

Last Day of Duty: 06/12/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|---------------------|-----------|------------------------------|-------------------|
| | | | | | | Days Per Pay Period | | | |
| 24 | 085 | 07/24/23 | 07/31/23 | 08/01/23 | 08/15/23 | 6 | (2.83) | | |
| 23 | 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 11 | (0.67) | 4 | 08/24/23 |
| 22 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 2.50 | | |
| 21 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 4.67 | 1 | 10/02/23 |
| 20 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 5.83 | | |
| 19 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 7.00 | 1 | 11/01/23 |
| 18 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 10.17 | | |
| 17 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 11.33 | 1 | 12/01/23 |
| 16 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 8 | 10.50 | | |
| 15 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 12.67 | 1 | 01/02/24 |
| 14 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 1 | 4.83 | | |
| 13 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 10 | 6.00 | 1 | 02/01/24 |
| 12 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 9.17 | | |
| 11 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 11.33 | 1 | 03/01/24 |
| 10 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 11.50 | | |
| 9 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 13.67 | 1 | 04/03/24 |
| 8 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | 9.83 | | |
| 7 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 12.00 | | |
| 6 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 14.17 | | |
| 5 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 16.33 | | |
| 4 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | 19.50 | | |
| 3 | 267 | 06/01/24 | 06/12/24 | 06/17/24 | 06/27/24 | 7 | 17.67 | | |
| 2 | 268 | | | | 06/27/24 | | 8.83 | | |
| 1 | 269 | | | | 06/27/24 | | 0.00 | | |
| | | | | | | <u>212</u> | | | |
| | | | | | | | | <u>11</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

212 contract days divided by 24 equal payments = 8.83 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned AUGUST through JUNE.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Paid Holidays: 9/4/23, 11/23/23 11/24/23, 12/25/23, 1/15/24, 5/27/24

Scheduled Non Work/Non Paid Days: 11/10/23, 11/20-11/22/23, 12/18-12/22/2023, 12/26-12/29/23, 1/1/24, 2/19/24, 3/25-29/24, 6/7/24, 6/14/24

Four Day Mandatory Work Weeks: 7/28/23, 8/4/23, work prorated schedule these two weeks, work regular schedule the month of June

Duty Days: 9/22/23, 10/16/23, 1/2/24, & 3/22/24

196 day - 10 Month - 24 Payments
Pay Type 550 SWC Managers/Interns

First Day of Duty: 08/07/23

Last Day of Duty: 06/03/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------------|--------------------------|-----------|------------------------------|-------------------|
| 24 | 089 | 08/07/23 | 08/15/23 | 08/16/23 | 08/31/23 | 7 | (1.17) | | |
| 23 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 2.67 | 4 | 09/07/23 |
| 22 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 5.50 | | |
| 21 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 7.33 | 1 | 10/02/23 |
| 20 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 9.17 | | |
| 19 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 13.00 | 1 | 11/01/23 |
| 18 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 14.83 | | |
| 17 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 8 | 14.67 | 1 | 12/01/23 |
| 16 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 17.50 | | |
| 15 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 1 | 10.33 | 1 | 01/02/24 |
| 14 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 10 | 12.17 | | |
| 13 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 16.00 | 1 | 02/01/24 |
| 12 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 18.83 | | |
| 11 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 19.67 | 1 | 03/01/24 |
| 10 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 22.50 | | |
| 9 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | 19.33 | | |
| 8 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 22.17 | | |
| 7 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 25.00 | | |
| 6 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 27.83 | | |
| 5 | 261 | | | *** | 06/04/24 | 0 | 19.67 | | |
| 4 | 262 | | | *** | 06/04/24 | 0 | 11.50 | | |
| 3 | 263 | | | *** | 06/04/24 | 0 | 3.33 | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | 7.17 | | |
| 1 | 267 | 06/01/24 | 06/03/24 | 06/17/24 | 06/27/24 | 1 | 0.00 | | |
| | | | | | | 196 | | 10 | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

196 contract days divided by 24 equal payments = 8.17 days (value of each regular check)

* Project leave time through the "To Date"
 *** Multi checks - No leave associated with this run.

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned AUGUST through MAY.
 Employee must be in an active position the last work day of the month to earn leave for that month.
 If an employee is on unpaid leave the day before and the day after the paid holiday,
 the employee will not be paid for the holiday.

Paid Holidays: 9/4/23, 11/23/23, 11/24/23, 12/25/23, 1/15/24, 5/27/24
Scheduled Non Work/Non Paid Days: 11/10/23, 11/20-11/22/23, 12/18-12/22/2023, 12/26-12/29/23, 1/1/24, 2/19/24, 3/25-3/29/24



2023-2024

10 Month 196 Day SWC Managers/Interns - 24 pay

FD = first day

PH = paid holiday

PD = pay date

NW = non work day

DD = duty day

| Jul-23 | | | | | | |
|--------|----------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | FD | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

19

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | PH | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | PDD | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

21

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | DD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | PH | PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

18

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | PH | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

12

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

22

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|-----------|-----------|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | LD | PD | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

1

196 - Day Instructional Positions - 24 payments

10 Month Pay Types:

340 Instructional

345 International (EEP)

344 Instructional Job Share

346 International (TPG)

First Day of Duty: 08/08/23

Last Day of Duty: 06/04/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|--------------------------|-----------|------------------------------|-------------------|
| | | | | | | | | | |
| 24 | 089 | 08/08/23 | 08/15/23 | 08/16/23 | 08/31/23 | 6 | (2.17) | 4 | 08/08/23 |
| 23 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 1.67 | | |
| 22 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 4.50 | | |
| 21 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 6.33 | 1 | 10/02/23 |
| 20 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 8.17 | | |
| 19 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 12.00 | 1 | 11/01/23 |
| 18 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 13.83 | | |
| 17 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 8 | 13.67 | 1 | 12/01/23 |
| 16 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 16.50 | | |
| 15 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 1 | 9.33 | 1 | 01/02/24 |
| 14 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 10 | 11.17 | | |
| 13 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 15.00 | 1 | 02/01/24 |
| 12 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 17.83 | | |
| 11 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 18.67 | 1 | 03/01/24 |
| 10 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 21.50 | | |
| 9 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | 18.33 | | |
| 8 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 21.17 | | |
| 7 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 24.00 | | |
| 6 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 26.83 | | |
| 5 | 261 | | | *** | 06/04/24 | 0 | 18.67 | | |
| 4 | 262 | | | *** | 06/04/24 | 0 | 10.50 | | |
| 3 | 263 | | | *** | 06/04/24 | 0 | 2.33 | | |
| 2 | 264 | | | *** | 06/04/24 | 0 | (5.83) | | |
| 1 | 265 | 05/16/24 | 06/04/24 | * 06/03/24 | 06/13/24 | 14 | 0.00 | | |
| | | | | | | <u>196</u> | | <u>10</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

*** Multi checks - No leave associated with this run.

196 contract days divided by 24 equal payments = 8.17 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned AUGUST through MAY.

Employee must be in an active position the last work day of the month to earn leave for that month.

4 days credited to Instructional positions beginning with first duty day.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Paid Holidays: 9/4/23, 11/23/23 11/24/23, 12/25/23, 1/15/24, 5/27/24

Scheduled Non Work/Non Paid Days: 11/10/23, 11/20-11/22/23, 12/18-12/22/2023, 12/26-12/29/23, 1/1/24, 2/19/24, 3/25/24-3/29/24

Duty Days: 9/22/23, 10/16/23, 1/2/24, & 3/22/24

Inclement Weather Days if Needed: 11/20/23 & 11/21/23

Post planning: 6/3/24 and 6/4/24



2023-2024

10 Month 196 Day Instructional Positions - 24 pay

FD = first day

PH = paid holiday

PD = pay date

NW = non work day

DD = duty day

| Jul-23 | | | | | | |
|--------|----------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|----|-----------|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | FD | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

18

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | PH | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | PDD | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

21

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | DD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | PH | PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

18

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | PH | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

12

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

22

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|----|-----------|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | LD | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

2

Late Start- 10 Month-Instructional Positions
Pay Type: 341 - Beginning on or after January 2, 2024

| Checks | | Payroll | | Work Days | | Hold Back | | Number of Sick Days Credited | | Sick Leave Update |
|-------------------|-------------------|------------------|----------------|--------------------|------------------|-----------------------|--------|-------------------------------------|----------|--------------------------|
| to be paid | Run Number | From Date | To Date | Close Dates | Pay Dates | Per Pay Period | | | | |
| 10 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 10 | 0.20 | 4 | | 01/02/24 |
| 9 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 2.40 | | | |
| 8 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 3.60 | 1 | | 03/01/24 |
| 7 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 2.80 | | | |
| 6 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 4.00 | | | |
| 5 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | (0.80) | | | |
| 4 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 0.40 | | | |
| 3 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 1.60 | | | |
| 2 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 2.80 | | | |
| 1 | 265 | 05/16/24 | 06/04/24 | * 06/03/24 | 06/13/24 | 14 | 0.00 | | | |
| | | | | | | <u>105</u> | | | <u>5</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

Value of each regular check = 9.80 days

*****6/13/24 check value = 16.80 days**

SICK LEAVE will be earned JANUARY through MAY.

Employee must be in an active position the last work day of the month to earn leave for that month.

4 days credited to Instructional positions beginning with first duty day.

If an employee is on unpaid leave the day before and the day after the paid holiday,
the employee will not be paid for the holiday.

Paid Holidays: 1/15/24 and 5/27/24

Scheduled Non-Work days / Non-Paid: 2/19/24, 3/25/24-3/29/24

Post Planning: 6/3/24 and 6/4/24

Duty Days: 1/2/24, 3/22/24



2023-2024

10 Month 196 Day Instructional Positions - Late Start

FD = first day

PH = paid holiday

PD = pay date

NW = non work day

DD = duty day

| Jul-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

0

| Sep-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

0

| Oct-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

0

| Nov-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

0

| Dec-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

0

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|----|----|
| S | M | T | W | T | F | S |
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

22

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|----|-----------|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | LD | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

2

Extra Period Supplement - Pay Type 307

First Day of Duty: 08/14/23

Last day of duty: 5/31/24

| Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Max. possible work days per pay period |
|-------------------|------------------|----------------|----------------------------|------------------|---|
| 089 | 08/01/23 | 08/15/23 | 08/16/23 | 08/31/23 | 2 |
| 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 |
| 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 |
| 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 9 |
| 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 |
| 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 11 |
| 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 |
| 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 |
| 126 | 12/01/23 | 12/15/23 | 12/06/23 | 12/15/23 | 11 |
| 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 0 |
| 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 8 |
| 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 |
| 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 |
| 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 |
| 239 | 03/01/24 | 03/15/24 | 03/12/24 | 03/21/24 | 11 |
| 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 4 |
| 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 |
| 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 |
| 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 |
| 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 11 |
| | | | | | 180 |

***** Hours entered are for student contact days only *****

Checks are calculated at hours times hourly rate only.

**TO ENSURE PAYMENT, ALL WORK HOURS MUST BE ENTERED IN THE WEB TIMECARD SCREEN.
ENTER PT 307 under EXT**

Non-student Contact / Non-Paid: 9/4/23, 9/22/23, 10/16/23, 11/10/23, 11/20/23-11/24/23

12/18/23-1/2/24, 1/15/24, 2/19/24, 3/22/24-3/29/24, 5/27/24



2023-2024

Extra Period Supplement--Pay Type 307

FD = first day

PH = paid holiday

PD = pay date

NW = non work day

DD = duty day

| Jul-23 | | | | | | |
|--------|----------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | FD | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

14

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | NW | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

19

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | NW | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

21

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

16

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

11

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | NW | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

20

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

15

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 6 |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|--------------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | LD/PD | |

22

| Jun-24 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

0

196 - Day Support Positions - 21 payments

10 Month Pay Types:

240 Non-bargaining Non-exempt Support

264 Psychologist Interns

241 Non-bargaining Exempt Support

440 VUE SUPPORT

First Day of Duty: 08/08/23

Last Day of Duty: 06/04/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------------|--------------------------|-----------|------------------------------|-------------------|
| 21 | 089 | 08/08/23 | 08/15/23 | 08/16/23 | 08/31/23 | 6 | (3.33) | | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | (0.67) | 4 | 09/08/23 |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 11 | 1.00 | | |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 1.67 | 1 | 10/02/23 |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 2.33 | | |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 5.00 | 1 | 11/01/23 |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 5.67 | | |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 8 | 4.33 | 1 | 12/01/23 |
| 13 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 6.00 | | |
| 12 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 1 | (2.33) | 1 | 01/02/24 |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 10 | (1.67) | | |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 1.00 | 1 | 02/01/24 |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 2.67 | | |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 2.33 | 1 | 03/01/24 |
| 7 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 4.00 | | |
| 6 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | (0.33) | | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 1.33 | | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 3.00 | | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 4.67 | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 12 | 7.33 | | |
| 1 | 267 | 06/01/24 | 06/04/24 | 06/17/23 | 06/27/24 | 2 | 0.00 | | |
| | | | | | | <u>196</u> | | | |
| | | | | | | | <u>10</u> | | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

196 contract days divided by 21 equal payments = 9.33 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned AUGUST through MAY.
 Employee must be in an active position the last work day of the month to earn leave for that month.
 If an employee is on unpaid leave the day before and the day after the paid holiday,
 the employee will not be paid for the holiday.

Paid Holidays: 9/4/23, 11/23/23, 11/24/23, 12/25/23, 1/15/24, 5/27/24
Scheduled Non Work/Non Paid Days: 11/10/23, 11/20-11/22/23, 12/18-12/22/2023, 12/26-12/29/23, 1/1/24, 2/19/24, 3/25/24-3/29/24

Duty Days: 9/22/23, 10/16/23, 1/2/24, & 3/22/24



2023-2024
10 Month 196 Day Support Positions - 21 pay

PD = pay date PH = paid holiday
 DD = duty day NW = non work day
 PDD = professional development day

| Jul-23 | | | | | | |
|--------|----------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|----|-----------|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | FD | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

19

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | PH | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | PDD | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

21

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | DD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | PH | PH | 25 |
| 26 | 27 | 28 | 29 | PD | | |

18

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | PH | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

12

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | PH | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

22

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | PH | 28 | 29 | 30 | PD | |

23

| Jun-24 | | | | | | |
|--------|----|-----------|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | LD | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

1

190 - Day Positions 21 - payments
10 Month Pay Types:
555 AFSCME

First Day of Duty: 08/08/23

Last Day of Duty: 06/04/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------------|--------------------------|-----------|------------------------------|-------------------|
| 21 | 089 | 08/08/23 | 08/15/23 | 08/16/23 | 08/31/23 | 6 | (3.05) | | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | (0.10) | 4 | 09/08/23 |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 | 0.86 | | |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 1.81 | 1 | 10/02/23 |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 2.76 | | |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 5.71 | 1 | 11/01/23 |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 6.67 | | |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 | 3.62 | 1 | 12/01/23 |
| 13 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 5.57 | | |
| 12 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 0 | (3.48) | 1 | 01/02/24 |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 9 | (3.52) | | |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | (0.57) | 1 | 02/01/24 |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 1.38 | | |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 1.33 | 1 | 03/01/24 |
| 7 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 3.29 | | |
| 6 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | (0.76) | | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 1.19 | | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 3.14 | | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 5.10 | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 11 | 7.05 | | |
| 1 | 267 | 06/01/24 | 06/04/24 | 06/17/23 | 06/27/24 | 2 | 0.00 | | |
| | | | | | | <u>190</u> | | | <u>10</u> |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

*** Project leave time through the "To Date"**

190 contract days divided by 21 equal payments = 9.05 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned AUGUST through MAY.
 Employee must be in an active position the last work day of the month to earn leave for that month.
 If an employee is on unpaid leave the day before and the day after the paid holiday,
 the employee will not be paid for the holiday.

Scheduled Non Work/Non Paid Days: 9/4/23, 11/10/23, 11/20-11/24/23, 12/18/23-1/1/24
1/15/24, 2/19/24, 3/25/24-3/29/24, 5/27/24
Duty Days: 9/22/23, 10/16/23, 1/2/24, & 3/22/24



2023-2024

10 Month 190 Day AFSCME Positions - 21 pay

PD = pay date

PDD = professional development day

DD = duty day

NW = non work day

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| S | M | T | W | T | F | S |
|----|----|-----------|----|-----------|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | FD | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

18

| S | M | T | W | T | F | S |
|----|-----------|----|----|----|------------|----|
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | PDD | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

20

| S | M | T | W | T | F | S |
|----|-----------|-----------|----|----|-----------|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | DD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| S | M | T | W | T | F | S |
|----|-----------|-----------|-----------|-----------|-----------|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

16

| S | M | T | W | T | F | S |
|----|-----------|-----------|-----------|-----------|-----------|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

11

| S | M | T | W | T | F | S |
|----|-----------|-----------|-----------|----|-----------|----|
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

21

| S | M | T | W | T | F | S |
|----|-----------|----|----|-----------|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| S | M | T | W | T | F | S |
|----|-----------|-----------|-----------|-----------|-----------|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| S | M | T | W | T | F | S |
|----|-----------|-----------|----|----|----|----|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| S | M | T | W | T | F | S |
|----|-----------|----|-----------|----|-----------|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | PD | |

22

| S | M | T | W | T | F | S |
|----|----|-----------|----|-----------|----|----|
| | | | | | | 1 |
| 2 | 3 | LD | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

2

186 day - 9 Month - 21 Payments
Pay Type 560 School Way Café Assistants

First Day of Duty: 08/09/23

Last Day of Duty: 06/03/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update | |
|-------------------|------------|-----------|----------|---------------------|-----------------|--------------------------|-----------|------------------------------|-------------------|----------|
| 21 | 089 | 08/09/23 | 08/15/23 | 08/16/23 | 08/31/23 | 5 | (3.86) | | | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | (0.71) | 4 | 09/09/23 | |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 | 0.43 | | | |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 9 | 0.57 | 1 | 11/01/23 | |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 1.71 | | | |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 11 | 3.86 | 1 | 12/01/23 | |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 5.00 | | | |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 | 2.14 | 1 | 01/02/24 | |
| 13 | 126 | 12/01/23 | 12/15/23 | * | 12/06/23 | 12/15/23 | 11 | 4.29 | | |
| 12 | 215 | 12/16/23 | 12/31/23 | | 01/02/24 | 01/12/24 | 0 | (4.57) | 1 | 02/01/24 |
| 11 | 219 | 01/01/24 | 01/15/24 | | 01/16/24 | 01/31/24 | 9 | (4.43) | | |
| 10 | 225 | 01/16/24 | 01/31/24 | | 02/01/24 | 02/15/24 | 12 | (1.29) | 1 | 03/01/24 |
| 9 | 229 | 02/01/24 | 02/15/24 | | 02/16/24 | 02/29/24 | 11 | 0.86 | | |
| 8 | 235 | 02/16/24 | 02/29/24 | | 03/01/24 | 03/15/24 | 9 | 1.00 | | |
| 7 | 239 | 03/01/24 | 03/15/24 | * | 03/12/24 | 03/21/24 | 11 | 3.14 | | |
| 6 | 245 | 03/16/24 | 03/31/24 | | 04/01/24 | 04/15/24 | 5 | (0.71) | | |
| 5 | 249 | 04/01/24 | 04/15/24 | | 04/16/24 | 04/30/24 | 11 | 1.43 | | |
| 4 | 255 | 04/16/24 | 04/30/24 | | 05/01/24 | 05/15/24 | 11 | 3.57 | | |
| 3 | 259 | 05/01/24 | 05/15/24 | | 05/16/24 | 05/31/24 | 11 | 5.71 | | |
| 2 | 265 | 05/16/24 | 05/31/24 | | 06/03/24 | 06/13/24 | 11 | 7.86 | | |
| 1 | 267 | 06/01/24 | 06/03/24 | | 06/17/23 | 06/27/24 | 1 | 0.00 | | |
| | | | | | | 186 | | | 9 | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

186 contract days divided by 21 equal payments = 8.86 days (value of each regular check)

* Project leave time through the "To Date"

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned SEPTEMBER through MAY.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Scheduled Non Work/Non Paid Days: 9/4/23, 9/22/23, 10/16/23, 11/10/23, 11/20-11/24/23, 12/18/23-1/1/24, 1/15/24, 2/19/24, 3/25/24-3/29/24, 5/27/24

Duty Days: 1/2/24, 3/22/24



2023-2024
9 Month 186 Day SWC Assistants - 21 pay

FD = first day PH = paid holiday
 PD = pay date NW = non work day
 DD = duty day

| Jul-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| Aug-23 | | | | | | |
|--------|----|----|-----------|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | FD | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | NW | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | NW | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | PD | |

| Jun-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | LD | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 16 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

22

22

1

185 - Day Support Positions - 21 payments

9 Month Pay Types:

470 VUE Paraprofessionals

First Day of Duty: 08/10/23

Last Day of Duty: 05/31/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|--------------------------|-----------|------------------------------|-------------------|
| | | | | | | | | | |
| 21 | 089 | 08/10/23 | 08/15/23 | 08/16/23 | 08/31/23 | 4 | (4.81) | | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | (1.62) | | |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 | (0.43) | 4 | 09/10/23 |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 10 | 0.76 | | |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 1.95 | 1 | 11/01/23 |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 12 | 5.14 | | |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 6.33 | 1 | 12/01/23 |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 | 3.52 | | |
| 13 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 5.71 | 1 | 01/02/24 |
| 12 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 0 | (3.10) | | |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 9 | (2.90) | 1 | 02/01/24 |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 0.29 | | |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 2.48 | 1 | 03/01/24 |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 2.67 | | |
| 7 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 4.86 | | |
| 6 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 4 | 0.05 | | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 2.24 | | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 4.43 | | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 6.62 | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 11 | 8.81 | | |
| 1 | 267 | | | 06/17/23 | 06/27/24 | 0 | 0.00 | | |
| | | | | | | <u>185</u> | | <u>9</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

185 contract days divided by 21 equal payments = 8.81 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned SEPTEMBER through MAY.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday,

the employee will not be paid for the holiday.

Scheduled Non Work/Non Paid Days: 9/4/23, 11/10/23, 11/20-11/24/23, 12/18/23-1/1/24

1/15/24, 2/19/24, 3/22/24-3/29/24, 5/27/24

Pre Planning: 8/10/23-8/11/23

Duty Days: 9/22/23, 10/16/23 & 1/2/24



2023-2024

9 Month 185 Day Para Positions - 21 pay

PD = pay date

PH = paid holiday

DD = duty day

NW = non work day

PDD = professional development day

| Jul-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | FD | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

16

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | PDD | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

20

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | DD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

22

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

16

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

11

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | DD | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

21

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

15

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|--------------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | LD/PD | |

22

| Jun-24 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

0

185 - Day Guardians - 21 payments

9 Month Pay Types:

505 AFCSME

First Day of Duty: 08/07/23

Last Day of Duty: 05/31/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|--------------------------|-----------|------------------------------|-------------------|
| 21 | 089 | 08/07/23 | 08/15/23 | 08/16/23 | 08/31/23 | 7 | (1.81) | | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | 1.38 | | |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 | 2.57 | 4 | 09/07/23 |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 9 | 2.76 | | |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 3.95 | 1 | 11/01/23 |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 11 | 6.14 | | |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 7.33 | 1 | 12/01/23 |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 | 4.52 | | |
| 13 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 6.71 | 1 | 01/02/24 |
| 12 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 0 | (2.10) | | |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 8 | (2.90) | 1 | 02/01/24 |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | 0.29 | | |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 2.48 | 1 | 03/01/24 |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 2.67 | | |
| 7 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 4.86 | | |
| 6 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 4 | 0.05 | | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 2.24 | | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 4.43 | | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 6.62 | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 11 | 8.81 | | |
| 1 | 267 | | | 06/17/23 | 06/27/24 | 0 | 0.00 | | |
| | | | | | | <u>185</u> | | <u>9</u> | |

| |
|--|
| <p>Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.</p> |
|--|

* Project leave time through the "To Date"

185 contract days divided by 21 equal payments = 8.81 days (value of each regular check)

| |
|---|
| <p>NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.</p> |
|---|

SICK LEAVE will be earned SEPTEMBER through MAY.

Employee must be in an active position the last work day of the month to earn leave for that month.

If an employee is on unpaid leave the day before and the day after the paid holiday, the employee will not be paid for the holiday.

Scheduled Non Work/Non Paid Days: 9/4/23, 9/22/23, 10/16/23, 11/10/23, 11/20-11/24/23, 12/18/23-1/2/24 1/15/24, 2/19/24, 3/22/24-3/29/24, 5/27/24



2023-2024
9 Month 185 Day School Guardians - 21 pay

PD = pay date PH = paid holiday
 DD = duty day NW = non work day

| Jul-23 | | | | | | |
|--------|----------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | FD | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

19

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | NW | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

19

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | NW | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

21

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

16

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

11

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | NW | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

20

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

15

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|--------------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | LD/PD | |

22

| Jun-24 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

0

185 - Day Healthcare Support Positions - 21 payments

9 Month Pay Types:

261 Non-bargaining Exempt
262 Non-bargaining Non-exempt
264 Psychologist Interns

565 Clinic Assistants

First Day of Duty: 08/10/23

Last Day of Duty: 06/04/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update | |
|-------------------|------------|-----------|----------|---------------------|-----------|--------------------------|-----------|------------------------------|-------------------|--|
| | | | | | | | | | | |
| 21 | 089 | 08/10/23 | 08/15/23 | 08/16/23 | 08/31/23 | 4 | (4.81) | | | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | (1.62) | | | |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 | (0.43) | 4 | 09/10/23 | |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 9 | (0.24) | | | |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 0.95 | 1 | 11/01/23 | |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 11 | 3.14 | | | |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 4.33 | 1 | 12/01/23 | |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 | 1.52 | | | |
| 13 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 3.71 | 1 | 01/02/24 | |
| 12 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 0 | (5.10) | | | |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 8 | (5.90) | 1 | 02/01/24 | |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | (2.71) | | | |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | (0.52) | 1 | 03/01/24 | |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | (0.33) | | | |
| 7 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 1.86 | | | |
| 6 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 5 | (1.95) | | | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 0.24 | | | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 2.43 | | | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 4.62 | | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 11 | 6.81 | | | |
| 1 | 267 | 06/01/24 | 06/04/24 | 06/17/23 | 06/27/24 | 2 | 0.00 | | | |
| | | | | | | <u>185</u> | | | | |
| | | | | | | | <u>9</u> | | | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

185 contract days divided by 21 equal payments = 8.81 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned SEPTEMBER through MAY.
 Employee must be in an active position the last work day of the month to earn leave for that month.
 If an employee is on unpaid leave the day before and the day after the paid holiday,
 the employee will not be paid for the holiday.

**Scheduled Non Work/Non Paid Days: 9/4/23, 9/22/23, 10/16/23, 11/10/23, 11/20-11/24/23, 12/18/23-1/2/24
 1/15/24, 2/19/24, 3/25/24-3/29/24, 5/27/24**

Duty Days: 3/22/24



2023-2024

9 Month 185 Day Healthcare Support Positions - 21 pay

PD = pay date

PH = paid holiday

DD = duty day

NW = non work day

| Jul-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | FD | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

16

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | NW | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

19

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | NW | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

21

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

16

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

11

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | NW | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

20

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | DD | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

16

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | PD | |

22

| Jun-24 | | | | | | |
|--------|-----------|-----------|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | LD | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

2

183 - day Positions
20 Payments
Pay Type: 562 Bus Operators/Assistants

First Day of Duty: 08/07/23

06/03/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------|--------------------------|------------------------------|-------------------|
| 21 | 089 | 08/07/23 | 08/14/23 | 08/15/23 | 08/31/23 | 3 | | |
| 20 | 095 | 08/15/23 | 08/25/23 | 08/28/23 | 09/15/23 | 9 | | |
| 19 | 099 | 08/28/23 | 09/08/23 | 09/11/23 | 09/29/23 | 9 | 4 | 09/07/23 |
| 18 | 105 | 09/11/23 | 09/21/23 | 09/25/23 | 10/13/23 | 9 | | |
| 17 | 109 | 09/25/23 | 10/05/23 | 10/06/23 | 10/31/23 | 9 | 1 | 11/01/23 |
| 16 | 115 | 10/06/23 | 10/19/23 | 10/20/23 | 11/15/23 | 9 | | |
| 15 | 119 | 10/20/23 | 11/01/23 | 11/02/23 | 11/30/23 | 9 | 1 | 12/01/23 |
| 14 | 125 | 11/02/23 | 11/15/23 | 11/16/23 | 12/08/23 | 9 | | |
| 13 | 126 | 11/16/23 | 12/05/23 | 12/06/23 | 12/15/23 | 9 | 1 | 01/02/24 |
| 12 | 215 | 12/06/23 | 01/03/24 | 01/04/24 | 01/12/24 | 9 | | |
| 11 | 219 | 01/04/24 | 01/17/24 | 01/18/24 | 01/31/24 | 9 | 1 | 02/04/24 |
| 10 | 225 | 01/18/24 | 01/30/24 | 01/31/24 | 02/15/24 | 9 | | |
| 9 | 229 | 01/31/24 | 02/12/24 | 02/13/24 | 02/29/24 | 9 | 1 | 03/01/24 |
| 8 | 235 | 02/13/24 | 02/26/24 | 02/27/24 | 03/15/24 | 9 | | |
| 7 | 239 | 02/27/24 | 03/08/24 | 03/11/24 | 03/21/24 | 9 | | |
| 6 | 245 | 03/11/24 | 03/21/24 | 04/01/24 | 04/15/24 | 9 | | |
| 5 | 249 | 04/01/24 | 04/11/24 | 04/12/24 | 04/30/24 | 9 | | |
| 4 | 255 | 04/12/24 | 04/24/24 | 04/25/24 | 05/15/24 | 9 | | |
| 3 | 259 | 04/25/24 | 05/07/24 | 05/08/24 | 05/31/24 | 9 | | |
| 2 | 265 | 05/08/24 | 05/20/24 | 05/21/24 | 06/13/24 | 9 | | |
| 1 | 267 | 05/21/24 | 06/03/24 | 06/04/23 | 06/27/24 | 9 | | |
| | | | | | | <u>183</u> | <u>9</u> | |

| |
|--|
| <p>Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.</p> |
|--|

180 day school schedule begins 8/14/23 and ends 5/31/24. **Additional duty days:** 8/7/23, 8/8/23, 6/3/24

Extended time, trips, and overtime will also be included as reported.

SICK LEAVE will be earned SEPTEMBER through MAY for ASSIGNED HOURS only.

Scheduled Non-Work days / Non-Paid: 8/9/23, 8/10/23, 8/11/23, 9/4/23, 9/22/23, 10/16/23, 11/10/23, 11/20/23 through 11/24/23, 12/18/23 through 1/2/24, 1/15/24, 2/19/24, 3/22/24 through 3/29/24, 5/27/24

181 - Day Positions School Way Café Dining Room Aides

20 Payments

Pay Type: 572

First Day of Duty: 08/11/23

05/31/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------------|---------------------|------------------------------|-------------------|
| | | | | | | Days Per Pay Period | | |
| 20 | 089 | 08/11/23 | 08/15/23 | 08/16/23 | 08/31/23 | 3 | | |
| 19 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | | |
| 18 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 | 4 | 09/11/23 |
| 17 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 9 | | |
| 16 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 1 | 11/01/23 |
| 15 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 11 | | |
| 14 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 1 | 12/01/23 |
| 13 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 | | |
| 12 | 126 | 12/01/23 | 12/05/23 | 12/06/23 | 12/15/23 | 3 | 1 | 01/02/24 |
| 11 | 215 | 12/06/23 | 12/31/23 | 01/02/24 | 01/12/24 | 8 | | |
| 10 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 8 | 1 | 02/01/24 |
| 9 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | | |
| 8 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 1 | 03/01/24 |
| 7 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | | |
| 6 | 239 | 03/01/24 | 03/11/24 | 03/12/24 | 03/21/24 | 7 | | |
| 5 | 245 | 03/12/24 | 03/31/24 | 04/01/24 | 04/15/24 | 8 | | |
| 4 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | | |
| 3 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | | |
| 2 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | | |
| 1 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 11 | | |
| | | | | | | 181 | 9 | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

ALL CHECKS WILL BE PAID BASED ON HOURS WORKED IN THE PAY PERIOD

SICK LEAVE will be earned SEPTEMBER through MAY for ASSIGNED HOURS only.

Leave accrual will be based on the assignment status as of the last work day of the month.

**Scheduled Non Work/Non Paid Days: 9/4/23, 9/22/23, 10/16/23, 11/10/23, 11/20-11/24/23, 12/18/23-1/2/24
1/15/24, 2/19/24, 3/22/24-3/29/24, 5/27/24**



2023-2024
9 Month 181 Day Dining Room Aides - 21 pay

FD = first day of duty LD = last day of duty
 PD = pay date NW = non work day

| Jul-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|----|----|----|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | FD | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

15

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | NW | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

19

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | NW | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

21

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

16

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

11

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | NW | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

20

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

15

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 6 |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|--------------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | LD/PD | |

22

| Jun-24 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

0

180 - Day Support Positions - 21 payments

9 Month Pay Types:

270 Non-bargaining Non-exempt

471 VUE Office Specialists

570 AFSCME

First Day of Duty: 08/14/23

Last Day of Duty: 05/31/24

| Checks to be paid | Run Number | From Date | To Date | Payroll Close Dates | Pay Dates | Work Days Per Pay Period | Hold Back | Number of Sick Days Credited | Sick Leave Update |
|-------------------|------------|-----------|----------|---------------------|-----------------|--------------------------|-----------|------------------------------|-------------------|
| 21 | 089 | 08/14/23 | 08/15/23 | 08/16/23 | 08/31/23 | 2 | (6.57) | | |
| 20 | 095 | 08/16/23 | 08/31/23 | 09/01/23 | 09/15/23 | 12 | (3.14) | 4 | 09/14/23 |
| 19 | 099 | 09/01/23 | 09/15/23 | 09/18/23 | 09/29/23 | 10 | (1.71) | | |
| 18 | 105 | 09/16/23 | 09/30/23 | 10/02/23 | 10/13/23 | 9 | (1.29) | 1 | 11/01/23 |
| 17 | 109 | 10/01/23 | 10/15/23 | 10/16/23 | 10/31/23 | 10 | 0.14 | | |
| 16 | 115 | 10/16/23 | 10/31/23 | 11/01/23 | 11/15/23 | 11 | 2.57 | 1 | 12/01/23 |
| 15 | 119 | 11/01/23 | 11/15/23 | 11/16/23 | 11/30/23 | 10 | 4.00 | | |
| 14 | 125 | 11/16/23 | 11/30/23 | 12/01/23 | 12/08/23 | 6 | 1.43 | 1 | 01/02/24 |
| 13 | 126 | 12/01/23 | 12/15/23 | * 12/06/23 | 12/15/23 | 11 | 3.86 | | |
| 12 | 215 | 12/16/23 | 12/31/23 | 01/02/24 | 01/12/24 | 0 | (4.71) | 1 | 02/01/24 |
| 11 | 219 | 01/01/24 | 01/15/24 | 01/16/24 | 01/31/24 | 8 | (5.29) | | |
| 10 | 225 | 01/16/24 | 01/31/24 | 02/01/24 | 02/15/24 | 12 | (1.86) | 1 | 03/01/24 |
| 9 | 229 | 02/01/24 | 02/15/24 | 02/16/24 | 02/29/24 | 11 | 0.57 | | |
| 8 | 235 | 02/16/24 | 02/29/24 | 03/01/24 | 03/15/24 | 9 | 1.00 | | |
| 7 | 239 | 03/01/24 | 03/15/24 | * 03/12/24 | 03/21/24 | 11 | 3.43 | | |
| 6 | 245 | 03/16/24 | 03/31/24 | 04/01/24 | 04/15/24 | 4 | (1.14) | | |
| 5 | 249 | 04/01/24 | 04/15/24 | 04/16/24 | 04/30/24 | 11 | 1.29 | | |
| 4 | 255 | 04/16/24 | 04/30/24 | 05/01/24 | 05/15/24 | 11 | 3.71 | | |
| 3 | 259 | 05/01/24 | 05/15/24 | 05/16/24 | 05/31/24 | 11 | 6.14 | | |
| 2 | 265 | 05/16/24 | 05/31/24 | 06/03/24 | 06/13/24 | 11 | 8.57 | | |
| 1 | 267 | | | 06/17/24 | 06/27/24 | 0 | 0.00 | | |
| | | | | | | <u>180</u> | | <u>9</u> | |

Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment. Sick leave credited will be adjusted accordingly for employees who separate from the district prior to the end of the year.

* Project leave time through the "To Date"

180 contract days divided by 21 equal payments = 8.57 days (value of each regular check)

NOTE: If an employee will be absent without pay, terminating, or going on a Leave of Absence, please contact Payroll immediately. Do not release the corresponding pay check without Payroll's authorization.

SICK LEAVE will be earned SEPTEMBER through MAY.
 Employee must be in an active position the last work day of the month to earn leave for that month.
 If an employee is on unpaid leave the day before and the day after the paid holiday,
 the employee will not be paid for the holiday.

Scheduled Non Work/Non Paid Days: 9/4/23, 9/22/23, 10/16/23, 11/10/23, 11/20-11/24/23, 12/18/23-1/2/24, 1/15/24, 2/19/24, 3/22/24-3/29/24, 5/27/24



2023-2024

9 Month 180 Day Support Positions - 21 pay

PD = pay date

PH = paid holiday

DD = duty day

NW = non work day

| Jul-23 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

0

| Aug-23 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | FD | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | PD | | |

14

| Sep-23 | | | | | | |
|--------|-----------|----|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | NW | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | 21 | NW | 23 |
| 24 | 25 | 26 | 27 | 28 | PD | 30 |

19

| Oct-23 | | | | | | |
|--------|-----------|-----------|----|----|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | | 7 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | PD | 14 |
| 15 | NW | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | PD | | | | |

21

| Nov-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | NW | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | NW | NW | NW | NW | NW | 25 |
| 26 | 27 | 28 | 29 | PD | | |

16

| Dec-23 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | PD | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | NW | NW | NW | NW | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

11

| Jan-24 | | | | | | |
|--------|-----------|-----------|-----------|----|-----------|----|
| S | M | T | W | T | F | S |
| | NW | NW | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | PD | 13 |
| 14 | NW | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | PD | | | |

20

| Feb-24 | | | | | | |
|--------|-----------|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | PD | 16 | 17 |
| 18 | NW | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | PD | | |

20

| Mar-24 | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | PD | 16 |
| 17 | 18 | 19 | 20 | PD | NW | 23 |
| 24 | NW | NW | NW | NW | NW | 30 |
| 31 | | | | | | |

15

| Apr-24 | | | | | | |
|--------|-----------|-----------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 6 |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PD | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | PD | | | | |

22

| May-24 | | | | | | |
|--------|-----------|----|-----------|----|--------------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | PD | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | NW | 28 | 29 | 30 | LD/PD | |

22

| Jun-24 | | | | | | |
|--------|----|----|----|-----------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | PD | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | PD | 28 | 29 |
| 30 | | | | | | |

0

*First check of fiscal year issued August 31

ACTIVITY SUPPLEMENTS

SUPPLEMENTS AT THE DISCRETION OF THE TEACHER, WILL BE PAID IN ONE LUMP SUM AFTER THE COMPLETION OF THE DUTY. THE PAYOUTS WILL OCCUR AT THE END OF THE FIRST SEMESTER, PRIOR TO SPRING BREAK OR AT THE END OF THE YEAR, DEPENDING ON THE DATE OF THE COMPLETION OF DUTY.

SINGLE PAY SUPPLEMENTS:

791** Pay Date: 12/8/2023 Close Date: 12/1/2023
Run # 125

This is payment for Fall sports, excluding football. Football will be prorated to pay the fall portion ONLY. The spring practice will be paid at the end of the year.

792 Pay Date: 3/15/2024 Close Date: 3/1/2024
Run # 235

This is payment for Winter sports ONLY.

793** Pay Date: 6/13/2024 Close Date: 6/1/2024
Run # 265

This is payment for Spring Practice.

**50/50 option for split June supplements paid 12/8/23 under pay type 791 and paid 6/13/24 per the original performance order selection