

# 2024-2025 PAYROLL CALENDAR

12-MONTH SALARY				
Absence Reporting	Pay Date	Check Covers	Days Paid	Payroll Due*
6/3-7/5	July 31	7/1 - 7/31	23	July 8
7/8-8/2	August 30	8/1 - 8/30	22	August 5
8/5-8/30	September 30	9/1 - 9/30	21	September 3
9/2-10/4	October 31	10/1 - 10/31	23	October 7
10/7-11/1	November 26	11/1 - 11/29	21	November 4
11/4-11/29	December 20	12/1 - 12/31	22	December 2
12/2-1/3	January 31	1/1 - 1/31	23	January 6
1/6-1/31	February 28	2/1 - 2/28	20	February 3
2/3-2/28	March 31	3/1 - 3/31	21	March 3
3/3-4/4	April 30	4/1 - 4/30	22	April 7
4/7-5/2	May 30	5/1 - 5/30	22	May 5
5/5-5/30	June 20	6/1 - 6/30	21	June 2

10-MONTH PRE-PAID SALARY				
Absence Reporting	Pay Date	Check Covers	Days Paid	Payroll Due*
	August 30	8/5 - 9/3 (half day)	21.5	August 5
8/5-8/30	September 30	9/3 (half day) - 10/2	21.5	September 3
9/2-10/4	October 31	10/3 - 11/1 (half day)	21.5	October 7
10/7-11/1	November 26	11/1 (half day) - 12/2	21.5	November 4
11/4-11/29	December 20	12/3 - 1/1 (half day)	21.5	December 2
12/2-1/3	January 31	1/1 (half day) - 1/30	21.5	January 6
1/6-1/31	February 28	1/31 - 3/3 (half day)	21.5	February 3
2/3-2/28	March 31	3/3 (half day) - 4/1	21.5	March 3
3/3-4/4	April 30	4/2 - 5/1 (half day)	21.5	April 7
4/7-5/2	May 30	5/1 (half day) - 5/30	21.5	May 5
5/5-5/30	<b>LWOP Due June 2</b>			

10-MONTH SALARY				
Absence Reporting	Pay Date	Check Covers	Days Paid	Payroll Due*
8/5-8/30	September 30	8/5 - 9/3 (half day)	21.5	September 3
9/2-10/4	October 31	9/3 (half day) - 10/2	21.5	October 7
10/7-11/1	November 26	10/3 - 11/1 (half day)	21.5	November 4
11/4-11/29	December 20	11/1 (half day) - 12/2	21.5	December 2
12/2-1/3	January 31	12/3 - 1/1 (half day)	21.5	January 6
1/6-1/31	February 28	1/1 (half day) - 1/30	21.5	February 3
2/3-2/28	March 31	1/31 - 3/3 (half day)	21.5	March 3
3/3-4/4	April 30	3/3 (half day) - 4/1	21.5	April 7
4/7-5/2	May 30	4/2 - 5/1 (half day)	21.5	May 5
5/5-5/30	June 20	5/1 (half day) - 5/30	21.5	June 2

PAID HOLIDAYS	
July 4 - Independence Day September 2 - Labor Day November 11 - Veteran's Day November 23 & 24 - Thanksgiving	December 24-26 & January 1 - Winter Break January 20 - Martin Luther King Day April 14-17 - Spring Break May 26 - Memorial Day

# 2024-2025 PAYROLL CALENDAR

10-MONTH HOURLY				
Absence Reporting	Pay Date	Check Covers	Days Paid	Payroll Due*
8/5-8/30	September 30	8/5-8/30	20	September 3
9/2-10/4	October 31	9/2-10/4	25	October 7
10/7-11/1	November 26	10/7-11/1	20	November 4
11/4-11/29	December 20	11/4-11/29	20	December 2
12/2-1/3	January 31	12/2-1/3	25	January 6
1/6-1/31	February 28	1/6-1/31	20	February 3
2/3-2/28	March 31	2/3-2/28	20	March 3
3/3-4/4	April 30	3/3-4/4	25	April 7
4/7-5/2	May 30	4/7-5/2	20	May 5
5/5-5/30	June 20	5/5-5/30	20	June 2

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11/4-11/29	December 20	11/4-11/29	20	December 2
12/2-1/3	January 31	12/2-1/3	25	January 6
1/6-1/31	February 28	1/6-1/31	20	February 3
2/3-2/28	March 31	2/3-2/28	20	March 3
3/3-4/4	April 30	3/3-4/4	25	April 7
4/7-5/2	May 30	4/7-5/2	20	May 5
5/5-5/30	June 20	5/5-5/30	20	June 2

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July 4 - Independence Day	December 24-26 & January 1 - Winter Break
September 2 - Labor Day	January 20 - Martin Luther King Day
November 11 - Veteran's Day	April 14-17 - Spring Break
November 23 & 24 - Thanksgiving	May 26 - Memorial Day