

# Administrative 12 Month Employee

## 2024-2025

July						
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			
January						
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	

August						
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
February						
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	

September						
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					
March						
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					

October						
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		
April						
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			

November						
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
May						
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

December						
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				
June						
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					

### Legend

- Non Workday
- Pay Date
- Work Day
- Paid Holidays

### Holidays

- 07/04/24 Independence Day
- 07/24/24 Pioneer Day
- 09/02/24 Labor Day
- 10/17/24 Fall Break
- 10/18/24 Fall Break
- 11/27/24 Thanksgiving Break
- 11/28/24 Thanksgiving Break
- 11/29/24 Thanksgiving Break
- 12/23/24 Winter Break start
- 01/03/25 Winter Break end
- 01/01/25 New Year's Day
- 01/20/25 Martin Luther King Jr. Day
- 02/17/25 Presidents' Day
- 03/31/25 Spring Break start
- 04/04/25 Spring Break end
- 04/18/25 Easter Break
- 04/21/25 Easter Break
- 05/26/25 Memorial Day

### FYI

- 260 day work calendar (start 7-01-24 end 6-30-25)
- Semimonthly pay period
- 24 paychecks
- Pay period 1-15th paid on the 5th
- Pay period 16th-last day of month paid on the 20th
- 1st payday of fiscal year is 7-5-24 or 9-5-24 if attached to PP#5 - PP#28
- Last payday of fiscal year is 6-20-25 or 8-20-25 if attached to PP#5 - PP#28

### Leave (full-time employees only)

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

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

Pay Period	Due Date	Pay Date
6th to the 20th	22nd	5th
21st to the 5th	7th	20th