

Elementary Part-Time Secretary Equal Pay 187 Day

2024-2025

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					

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	

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		

Legend

- Non Work Day
- Pay Date
- Work Day
- 10 days to reflect 187 day contract

Holidays

- 09/02/24 Labor Day
- 10/17/24 Fall Break
- 10/18/24 Fall Break
- 11/27/24 Thanksgiving
- 11/28/24 Thanksgiving
- 11/29/24 Thanksgiving
- 12/23/24 Start of Winter Break
- 01/03/25 End of Winter Break
- 01/20/25 Martin Luther King Jr. Day
- 02/17/25 Presidents' Day
- 03/31/25 Start of Spring Break
- 04/04/25 End of Spring Break
- 04/18/25 Easter Break
- 04/21/25 Easter Break

FYI

- 187 day work calendar (start 8-8-24 end 05-21-25)
- Semimonthly pay period
- 24 paychecks
- 1st payday of fiscal year is 9-5-24
- Last payday of fiscal year is 8-20-25
- Paid on the 5th and the 20th of each month

Contract Days

- 8-8-24 Opening Kickoff/Annual Training
- 8-9 & 8-10 Before School Begins
- 2-14-25 District Day
- 10 Days scheduled w/Principal Before, During, or After School Year

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