

THE SCHOOL DISTRICT OF VOLUSIA COUNTY

FISCAL YEAR 2024-2025

PAYROLL SCHEDULES

Full Year Pay Dates

Pay Types

Pay Periods

Pay Dates

School Calendars

Holidays

FY25 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	Non-Instructional/Non-Bargaining (FKA 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	Non-Instructional/Non-Bargaining (FKA AFSCME) - 250 Day June multi-pay	4
203	n/a	Dispatchers	5
525	n/a	Night Guardians	5
110	n/a	Non Bargaining Extended days (Deans)	6
211	n/a	Day Care Workers	6
306	n/a	Instructional Extended Day- as needed	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
104	10	196 Day Non-Bargaining -Exempt (Adm Deans) - 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)	11
346	10	196 day International Instructional (TPG)	11
341	10	Late Start Inst - Begin on or after 1/7/25	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
550	10	SWC Managers/Interns - 196 day - 21 pay	15
555	9	Non-Instructional/Non-Bargaining (FKA AFSCME) - 190 day - 21 pay	16
560	9	SWC Assistants - 186 day - 21 pay	17
470	9	VUE Support - 185 day Paras - 21 pay	18
505	9	Non-Instructional/Non-Bargaining (FKA AFSCME) - 185 day Guardians - 21 pay	19
262	9	Non-Barg Non-Exempt - 185 day Healthcare support - 21 pay	20
565	9	Clinic Assistants - 185 day - 21 pay	20
562	9	Bus - 183 day	21
572	9	SWC Dining Room Aides - 181 day - 21 pay	22
270	9	Non-Bargaining Non-Exempt - 180 day - 21 pay	23
471	9	VUE Support - 180 day Office Specialists - 21 pay	23
570	9	Non-Instructional/Non-Bargaining (FKA AFSCME) - 180 day - 21 pay	23
791	n/a	December Activity Supplements	24
792	n/a	March Activity Supplements	24
793	n/a	June Activity Supplements	24

PAYROLL AND BENEFITS CONTACT

Contact	Ext.	email	Pay Types and/or other responsibilities
Main number	20362	insurance@volusia.k12.fl.us payroll@volusia.k12.fl.us	fax number (386) 943-3407
Carolyn Snyder	20300	cwsnyder	Coordinator, Benefits/Payroll
Amy Ryan	20362	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 Rapid Pay Cards Terminal Leave - Support Staff
Amy Minger	20307	amminger	Tax Shelter Annuities Washington Nat'l Liberty Mutual, First Financial, American Fidelity Futures, United Way, United Negro College Fund Benefits Website Insurance Billing / Missed Deductions
Sheridan Smith	20224	sdsmith1	PT 200, 201, 203, 104, 105, 107, 205, 206, 207, 208, 230, 134, 234 PT 505, 525, 562 Non-Bargaining Sick Bank Processing AFSCME Attendance Bonus Backup
Tina Flaherty	20355	tmflaher	PT 310, 330 Upload Miscellaneous Activity Supplements PT 791, 792, 793, 794 DROP / Terminal Leave backup Summer School TCP Security TCP - School Way Café & Transportation AFSCME - Attendance Bonus Payroll Website
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	
Adriana Abella	20358	aabella	PT 211, 470, 471, 555, 565, 572 Substitute 716, Sub Support 719 Check Distribution Back Up
Shanda Solana	20379	slsolana	PT 340 (Secondary), PT 341 (Secondary) 110, 306, 307, 710, 712
Griselle Santiago	20380	gsantiag	PT 240, 241, 262, 264, 270, 550, 560 Check Distribution Back Up
Lisa Branton	20356	ljbranton	PT 340 (Elementary) PT 341 (Elementary) Federal Programs Uploads Payroll Website
Bruni Alicea Acevedo	20362	sfchrist	Direct Deposits W4 Check Distribution
Bridgett Mitchell	20304	bmitche1	Benefits teamed w/ HR Kim Adkins, Emy Ayala Aquino, Irene Vergara Invoices, PT 735 PT 585, 586 Summer School Transportation
Samantha Bench	20309	slbench	Benefits teamed w/ HR Christine Oniffrey, Richard Shaw, Amanda Abella Benefits Website Disability & Life Claims (The Standard)
Jenny Laundrie	20311	jmlaundr	Retirement

VOLUSIA COUNTY SCHOOLS

2024-2025 Holiday and Non-Work Day Schedules

196-day through 216-day; 256-day positions

Paid Holidays (6)

Sep 2, 2024	Mon	Labor Day
Nov 28, 2024	Thu	Thanksgiving Holiday
Nov 29, 2024	Fri	Thanksgiving Holiday
Dec 25, 2024	Wed	Christmas Day Observed
Jan 20, 2025	Mon	Martin Luther King, Jr. B'day
May 26, 2025	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.

Four (10-hour) Day Work Weeks

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)

Summer Programs may have their own schedules.

- > Mon, Jun 3, 2024, through Thur, Aug 2, 2024, are four 10-hour days with Friday mandatory close.
- > Thur, July 4, 2024, is a paid holiday to celebrate Fourth of July. Twelve-month staff will work 8-hour days Mon, Tues, Wed, Fri.
- > Mon, Mar 17, 2025, to Thur, Mar 20, 2025, are four 10-hour days for 255-day and 260-day staff; Friday is a mandatory close day.
- > The work calendar includes 261 days therefore Thurs, 6/19/2025, is a non-work day
12-mth staff will work their normal schedule
Mon, Tues, Wed, Fri.

250-day; 255-day; 260-day positions

Paid Holidays (12)

July 4, 2024	Thu	Fourth of July
Sep 2, 2024	Mon	Labor Day
Nov 11, 2024	Mon	Veteran's Day
Nov 27, 2024	Wed	Thanksgiving Holiday
Nov 28, 2024	Thu	Thanksgiving Holiday
Nov 29, 2024	Fri	Thanksgiving Holiday
Dec 24, 2024	Tue	Christmas Eve
Dec 25, 2024	Wed	Christmas Day
Jan 1, 2025	Wed	New Year's Day
Jan 20, 2025	Mon	Martin Luther King, Jr. B'day
Feb 17, 2025	Mon	Presidents' Day
May 26, 2025	Mon	Memorial Day

250-day Scheduled Unpaid (non work) (11)

Dec 23, 2024	Mon	Winter Break
Dec 26, 2024	Thu	Winter Break
Dec 27, 2024	Fri	Winter Break
Dec 30, 2024	Mon	Winter Break
Dec 31, 2024	Tue	Winter Break
Mar 17, 2025	Mon	Spring Break
Mar 18, 2025	Tue	Spring Break
Mar 19, 2025	Wed	Spring Break
Mar 20, 2025	Thu	Spring Break
Mar 21, 2025	Fri	Spring Break
Jun 19, 2025	Thu	Juneteenth

255- day Scheduled Unpaid (non-work) (6)

Dec 23, 2024	Mon	Winter Break
Dec 26, 2024	Thu	Winter Break
Dec 27, 2024	Fri	Winter Break
Dec 30, 2024	Mon	Winter Break
Dec 31, 2024	Tue	Winter Break
Jun 19, 2025	Thu	Juneteenth

260-day Scheduled Unpaid (non-work) (1)

Jun 19, 2025	Thu	Juneteenth
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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.

2024-2025 Volusia County Schools School Calendar

Make-up days for inclement weather include November 25 and November 26.

August 5 (Monday)	Preplanning Begins – Teachers Report
August 6 (Tuesday)	Professional Development Day
August 12 (Monday)	First Day of School for Students
September 2 (Monday)	Labor Day Holiday
October 14 (Monday)	Teacher Duty Day/Student Holiday
November 11 (Monday)	Veterans Day Holiday
November 25 (Monday)	Thanksgiving Holiday Begins
<i>***November 25 and 26 will be used as makeup days for inclement weather if needed***</i>	
December 2 (Monday)	Classes Resume
December 23 (Monday)	Winter Holiday Begins
January 6 (Monday)	Teacher Duty Day/Student Holiday
January 7 (Tuesday)	Classes Resume
January 20 (Monday)	Martin Luther King's Birthday Holiday
February 17 (Monday)	President's Day Holiday
March 14 (Friday)	Teacher Duty Day/Student Holiday
March 17 (Monday)	Spring Holiday Begins
March 24 (Monday)	Classes Resume
May 26 (Monday)	Memorial Day Holiday
May 28 (Wednesday)	Last Day of School for Students
May 30 (Friday)	Last Day of School for Teachers

Early Release Days

All students will be released approximately one hour early on the 36 days listed below.
(35 Wednesdays and one Friday, December 20, 2024)

August 14, 2024 August 21, 2024 August 28, 2024	September 4, 2024 September 11, 2024 September 18, 2024 September 25, 2024	October 2, 2024 October 16, 2024 October 23, 2024 October 30, 2024	November 6, 2024 November 13, 2024 November 20, 2024	December 4, 2024 December 11, 2024 December 20, 2024 (Friday)
January 8, 2025 January 15, 2025 January 22, 2025 January 29, 2025	February 12, 2025 February 19, 2025 February 26, 2025	March 5, 2025 March 12, 2025 March 26, 2025	April 2, 2025 April 9, 2025 April 16, 2025 April 23, 2025 April 30, 2025	May 7, 2025 May 14, 2025 May 21, 2025 May 28, 2025

Grading Period/Report Card Dates

Period	Days	Grade Period Begins	Midterm Period Ends	Grade Period Ends	Grades on Parent Portal Report Card Distribution	
1	44	08/12/2024	09/11/2024	10/11/2024	10/16/2024	
2	43	10/15/2024	11/13/2024	12/20/2024	01/09/25	
3	46	01/07/2025	02/12/2025	03/13/2025	03/25/2025	
4	47	03/24/2025	04/23/2025	05/28/2025	06/02/2025 Elementary	Middle/High DATE TO BE ANNOUNCED

FY 2024-2025

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	07/31/24	07/16/24	7/15/2024	
085	08/15/24	08/01/24	7/31/2024	
089	08/30/24	08/16/24	8/15/2024	
095	09/13/24	09/03/24	8/31/2024	
099	09/30/24	09/16/24	9/15/2024	
105	10/15/24	10/01/24	9/30/2024	
109	10/31/24	10/16/24	10/15/2024	
115	11/15/24	11/01/24	10/31/2024	
119	11/22/24	11/12/24	11/11/2024	Project leave through 11/15/2024
125	12/13/24	12/02/24	11/30/2024	
126	12/20/24	12/11/24	12/10/2024	Project leave through 12/15/2024
215	01/15/25	01/02/25	12/31/2024	
219	01/31/25	01/16/25	1/15/2025	
225	02/14/25	02/03/25	1/31/2025	
229	02/28/25	02/18/25	2/15/2025	
235	03/13/25	03/03/25	2/28/2025	
239	03/31/25	03/12/25	3/11/2025	Project leave through 3/15/2025
245	04/15/25	04/01/25	3/31/2025	
249	04/30/25	04/16/25	4/15/2025	
255	05/15/25	05/01/25	4/30/2025	
259	05/30/25	05/16/25	5/15/2025	
261-264	6/5/2025	n/a	n/a	4 checks, teachers only: pay types 110,340,344,345,346
265	06/12/25	06/02/25	5/31/2025	
267	06/30/25	06/16/25	6/30/2025	Project leave through 6/30/2025
268	06/30/25	n/a	n/a	2nd check for 11-month teachers, admin, and 12-month June Multi Pay
269	06/30/25	n/a	n/a	3rd payment for 11-month teachers and admin

Invoice Pay Dates and Close Dates

Our employees' regular salary is priority for each pay run. Invoices are considered supplemental pay and are secondary to paying regular salaries. This timeline may be adjusted at the discretion of Payroll at any time during the year. The goal is to pay supplemental pay within 60 days of receipt of accurate and complete invoices.

<u>Run #</u>	<u>INVOICE Close Date</u>	<u>Pay Date</u>
075	06/30/24	07/15/24
079	07/15/24	07/31/24
085	07/31/24	08/15/24
089	08/15/24	08/30/24
095	08/31/24	09/13/24
099	09/15/24	09/30/24
105	09/30/24	10/15/24
109	10/15/24	10/31/24
115	10/31/24	11/15/24
119	11/15/24	11/22/24
125	11/30/24	12/13/24
126	No Invoices paid	
215	12/31/24	01/15/25
219	01/15/25	01/31/25
225	01/31/25	02/14/25
229	02/15/25	02/28/25
235	02/28/25	03/13/25
239	No Invoices paid	
245	03/31/25	04/15/25
249	04/15/25	04/30/25
255	04/30/25	05/15/25
259	05/15/25	05/30/25
265	05/30/25	06/12/25
267	06/16/25	06/30/25
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 Non-Inst/Non Barg (FKA AFSCME)

First Day of Duty: 07/01/24

Last Day of Duty: 06/30/25

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	07/01/24	07/15/24	07/16/24	07/31/24	11	0.17		
23	085	7/16/204	07/31/24	08/01/24	08/15/24	12	1.33	4	08/01/24
22	089	08/01/24	08/15/24	08/16/24	08/30/24	11	1.50		
21	095	08/16/24	08/31/24	09/03/24	09/13/24	11	1.67	1	09/02/24
20	099	09/01/24	09/15/24	09/16/24	09/30/24	10	0.83		
19	105	09/16/24	09/30/24	10/01/24	10/15/24	11	1.00	1	10/01/24
18	109	10/01/24	10/15/24	10/16/24	10/31/24	11	1.17		
17	115	10/16/24	10/31/24	11/01/24	11/15/24	12	2.33	1	11/01/24
16	119	11/01/24	11/15/24	* 11/12/24	11/22/24	11	2.50		
15	125	11/16/24	11/30/24	12/02/24	12/13/24	10	1.67	1	12/02/24
14	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	0.83		
13	215	12/16/24	12/31/24	01/02/25	01/15/25	12	2.00	1	01/02/25
12	219	01/01/25	01/15/25	01/16/25	01/31/25	11	2.17		
11	225	01/16/25	01/31/25	02/03/25	02/14/25	12	3.33	1	02/03/25
10	229	02/01/25	02/15/25	02/18/25	02/28/25	10	2.50		
9	235	02/16/25	02/28/25	03/03/25	03/13/25	10	1.67	1	03/03/25
8	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	0.83		
7	245	03/16/25	03/31/25	04/01/25	04/15/25	11	1.00	1	04/01/25
6	249	04/01/25	04/15/25	04/16/25	04/30/25	11	1.17		
5	255	04/16/25	04/30/25	05/01/25	05/15/25	11	1.33		
4	259	05/01/25	05/15/25	05/16/25	05/30/25	11	1.50		
3	265	05/16/25	05/31/25	06/02/25	06/12/25	11	1.67		
2	267	06/01/25	06/30/25	* 06/16/25	06/30/25	20	10.83		
1	268				06/30/25		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: 7/4/24, 9/2/24, 11/11/24, 11/27/24-11/29/24, 12/24/24, 12/25/24, 1/1/25, 1/20/25, 2/17/25, 5/26/25

Scheduled Non Work/Non Paid Day: 6/19/25

Four Day Mandatory Work Weeks: 7/8/24, 7/15/24, 7/22/24, 7/29/24, 3/17/25 6/2/25, 6/9/25, 6/23/25



2024-2025

12 Month 260 Day Positions - June multi pay

PD = pay date

PH = paid holiday

MC = mandatory closing - 4 day work week

NW = non work day

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

23

Aug-24						
S	M	T	W	T	F	S
				1	MC	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	31

22

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

Oct-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	30	PD		

23

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

21

Dec-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	PD	21
22	23	PH	PH	26	27	28
29	30	31				

22

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

23

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	PH	18	19	20	21	22
23	24	25	26	27	PD	

20

Mar-25						
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	MC	22
23	24	25	26	27	28	29
30	PD					

21

Apr-25						
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-25						
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	PH	27	28	29	PD	31

22

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

20

*First check of fiscal year issued July 31

*Two (2) equal checks issued June 30

256-day positions - 24 payments**11.75 Month Pay Types:****310 Instructional****First Day of Duty: 07/01/24****Last Day of Duty: 06/30/25**

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	07/01/24	07/15/24	07/16/24	07/31/24	11	0.33		
23	085	7/16/204	07/31/24	08/01/24	08/15/24	12	1.67	4	07/01/24
22	089	08/01/24	08/15/24	08/16/24	08/30/24	11	2.00		
21	095	08/16/24	08/31/24	09/03/24	09/13/24	11	2.33	1	09/02/24
20	099	09/01/24	09/15/24	09/16/24	09/30/24	10	1.67		
19	105	09/16/24	09/30/24	10/01/24	10/15/24	11	2.00	1	10/01/24
18	109	10/01/24	10/15/24	10/16/24	10/31/24	11	2.33		
17	115	10/16/24	10/31/24	11/01/24	11/15/24	12	3.67	1	11/01/24
16	119	11/01/24	11/15/24	*	11/12/24	11	4.00		
15	125	11/16/24	11/30/24		12/02/24	10	3.33	1	12/02/24
14	126	12/01/24	12/15/24	*	12/11/24	10	2.67		
13	215	12/16/24	12/31/24		01/02/25	8	0.00	1	01/02/25
12	219	01/01/25	01/15/25		01/16/25	10	(0.67)		
11	225	01/16/25	01/31/25		02/03/25	12	0.67	1	02/03/25
10	229	02/01/25	02/15/25		02/18/25	10	0.00		
9	235	02/16/25	02/28/25		03/03/25	10	(0.67)	1	03/03/25
8	239	03/01/25	03/15/25	*	03/12/25	10	(1.33)		
7	245	03/16/25	03/31/25		04/01/25	11	(1.00)	1	04/01/25
6	249	04/01/25	04/15/25		04/16/25	11	(0.67)		
5	255	04/16/25	04/30/25		05/01/25	11	(0.33)		
4	259	05/01/25	05/15/25		05/16/25	11	0.00		
3	265	05/16/25	05/31/25		06/02/25	11	0.33		
2	267	06/01/25	06/30/25	*	06/16/25	21	10.67		
1	268				06/30/25		0.00		
						256		12	

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: 9/2/24, 11/28/24, 11/29/24, 12/25/24, 1/20/25, 5/26/25**Scheduled Non Work/Non Paid Days: 12/26/24 through 1/1/25**



2024-2025

11.75 Month 256 Day Positions

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

Jul-24						
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	PD			

23

Aug-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	31

22

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

Oct-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	30	PD		

23

Nov-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	PD	23
24	25	26	27	PH	PH	30

21

Dec-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	PD	21
22	23	24	PH	NW	NW	28
29	NW	NW				

18

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

22

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

20

Mar-25						
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					

21

Apr-25						
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-25						
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	PH	27	28	29	PD	31

22

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

21

*First check of fiscal year issued July 31

*Two (2) equal checks issued June 30

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: 07/01/24

Last Day of Duty: 06/30/25

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	07/01/24	07/15/24	07/16/24	07/31/24	11	0.38		
23	085	7/16/204	07/31/24	08/01/24	08/15/24	12	1.75	4	08/01/24
22	089	08/01/24	08/15/24	08/16/24	08/30/24	11	2.13		
21	095	08/16/24	08/31/24	09/03/24	09/13/24	11	2.50	1	09/02/24
20	099	09/01/24	09/15/24	09/16/24	09/30/24	10	1.88		
19	105	09/16/24	09/30/24	10/01/24	10/15/24	11	2.25	1	10/01/24
18	109	10/01/24	10/15/24	10/16/24	10/31/24	11	2.63		
17	115	10/16/24	10/31/24	11/01/24	11/15/24	12	4.00	1	11/01/24
16	119	11/01/24	11/15/24	* 11/12/24	11/22/24	11	4.38		
15	125	11/16/24	11/30/24	12/02/24	12/13/24	10	3.75	1	12/02/24
14	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	3.13		
13	215	12/16/24	12/31/24	01/02/25	01/15/25	7	(0.50)	1	01/02/25
12	219	01/01/25	01/15/25	01/16/25	01/31/25	11	(0.13)		
11	225	01/16/25	01/31/25	02/03/25	02/14/25	12	1.25	1	02/03/25
10	229	02/01/25	02/15/25	02/18/25	02/28/25	10	0.63		
9	235	02/16/25	02/28/25	03/03/25	03/13/25	10	0.00	1	03/03/25
8	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	(0.63)		
7	245	03/16/25	03/31/25	04/01/25	04/15/25	11	(0.25)	1	04/01/25
6	249	04/01/25	04/15/25	04/16/25	04/30/25	11	0.13		
5	255	04/16/25	04/30/25	05/01/25	05/15/25	11	0.50		
4	259	05/01/25	05/15/25	05/16/25	05/30/25	11	0.88		
3	265	05/16/25	05/31/25	06/02/25	06/12/25	11	1.25		
2	267	06/01/25	06/30/25	* 06/16/25	06/30/25	20	10.63		
1	268				06/30/25		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: 7/4/24, 9/2/24, 11/11/24, 11/27/24-11/29/24, 12/24/24, 12/25/24, 1/1/25, 1/20/25, 2/17/25, 5/26/25

Scheduled Non Work/Non Paid Days: 12/23/24, 12/26/24-12/31/24, 6/19/25

Four Day Mandatory Work Weeks: 7/8/24, 7/15/24, 7/22/24, 7/29/24, 3/17/25 6/2/25, 6/9/25, 6/23/25



2024-2025

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

23

Aug-24						
S	M	T	W	T	F	S
				1	MC	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	31

22

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

Oct-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	30	PD		

23

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

21

Dec-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	PD	21
22	NW	PH	PH	NW	NW	28
29	NW	NW				

17

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

23

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	PH	18	19	20	21	22
23	24	25	26	27	PD	

20

Mar-25						
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	MC	22
23	24	25	26	27	28	29
30	PD					

21

Apr-25						
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-25						
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	PH	27	28	29	PD	31

22

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

20

*First check of fiscal year issued July 31

*Two (2) equal checks issued June 30

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 Non-Inst/Non Barg (FKA AFSCME)

208 District Admin/Non-Bargaining Non-exempt

First Day of Duty: 07/01/24

Last Day of Duty: 06/30/25

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	07/01/24	07/15/24	07/16/24	07/31/24	11	0.58		
23	085	7/16/204	07/31/24	08/01/24	08/15/24	12	2.17	4	08/01/24
22	089	08/01/24	08/15/24	08/16/24	08/30/24	11	2.75		
21	095	08/16/24	08/31/24	09/03/24	09/13/24	11	3.33	1	09/02/24
20	099	09/01/24	09/15/24	09/16/24	09/30/24	10	2.92		
19	105	09/16/24	09/30/24	10/01/24	10/15/24	11	3.50	1	10/01/24
18	109	10/01/24	10/15/24	10/16/24	10/31/24	11	4.08		
17	115	10/16/24	10/31/24	11/01/24	11/15/24	12	5.67	1	11/01/24
16	119	11/01/24	11/15/24	*	11/12/24	11	6.25		
15	125	11/16/24	11/30/24		12/02/24	10	5.83	1	12/02/24
14	126	12/01/24	12/15/24	*	12/11/24	10	5.42		
13	215	12/16/24	12/31/24	01/02/25	01/15/25	7	2.00	1	01/02/25
12	219	01/01/25	01/15/25	01/16/25	01/31/25	11	2.58		
11	225	01/16/25	01/31/25	02/03/25	02/14/25	12	4.17	1	02/03/25
10	229	02/01/25	02/15/25	02/18/25	02/28/25	10	3.75		
9	235	02/16/25	02/28/25	03/03/25	03/13/25	10	3.33	1	03/03/25
8	239	03/01/25	03/15/25	*	03/12/25	10	2.92		
7	245	03/16/25	03/31/25	04/01/25	04/15/25	6	(1.50)	1	04/01/25
6	249	04/01/25	04/15/25	04/16/25	04/30/25	11	(0.92)		
5	255	04/16/25	04/30/25	05/01/25	05/15/25	11	(0.33)		
4	259	05/01/25	05/15/25	05/16/25	05/30/25	11	0.25		
3	265	05/16/25	05/31/25	06/02/25	06/12/25	11	0.83		
2	267	06/01/25	06/30/25	*	06/16/25	20	10.42		
1	268				06/30/25		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: 7/4/24, 9/2/24, 11/11/24, 11/27/24-11/29/24, 12/24/24, 12/25/24, 1/1/25, 1/20/25, 2/17/25, 5/26/25

Scheduled Non Work/Non Paid Days: 12/23/24, 12/26/24-12/31/24, 3/17/25-3/21/25, 6/19/25

Four Day Mandatory Work Weeks: 7/8/24, 7/15/24, 7/22/24, 7/29/24, 6/2/25, 6/9/25, 6/23/25



2024-2025

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

23

Aug-24						
S	M	T	W	T	F	S
				1	MC	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	31

22

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

Oct-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	30	PD		

23

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

21

Dec-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	PD	21
22	NW	PH	PH	NW	NW	28
29	NW	NW				

17

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

23

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	PH	18	19	20	21	22
23	24	25	26	27	PD	

20

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	14	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	PD	31

22

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

20

*First check of fiscal year issued July 31

*Two (2) equal checks issued June 30

Night Guardians - Pay Type 525 Non-Inst/Non Barg (FKA AFSCME)
Dispatchers - Pay Type 203 Non-Bargaining

First Day of Duty: 07/01/24

Last Day of Duty: 06/30/25

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	06/16/24	06/30/24	07/01/24	07/15/24	** 15		
23	079	07/01/24	07/15/24	07/16/24	07/31/24	15	4	08/01/24
22	085	7/16/204	07/31/24	08/01/24	08/15/24	16		
21	089	08/01/24	08/15/24	08/16/24	08/30/24	15	1	09/02/24
20	095	08/16/24	08/31/24	09/03/24	09/13/24	16		
19	099	09/01/24	09/15/24	09/16/24	09/30/24	15	1	10/01/24
18	105	09/16/24	09/30/24	10/01/24	10/15/24	15		
17	109	10/01/24	10/15/24	10/16/24	10/31/24	15	1	11/01/24
16	115	10/16/24	10/31/24	11/01/24	11/15/24	16		
15	119	11/01/24	11/11/24 *	11/12/24	11/22/24	11	1	12/02/24
14	125	11/12/24	11/30/24	12/02/24	12/13/24	19		
13	126	12/01/24	12/10/24 *	12/11/24	12/20/24	10	1	01/02/25
12	215	12/11/24	12/31/24	01/02/25	01/15/25	21		
11	219	01/01/25	01/15/25	01/16/25	01/31/25	15	1	02/03/25
10	225	01/16/25	01/31/25	02/03/25	02/14/25	16		
9	229	02/01/25	02/15/25	02/18/25	02/28/25	15	1	03/03/25
8	235	02/16/25	02/28/25	03/03/25	03/13/25	14		
7	239	03/01/25	03/11/25 *	03/12/25	03/31/25	11	1	04/01/25
6	245	03/12/25	03/31/25	04/01/25	04/15/25	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 from the district prior to the end of the year.	
5	249	04/01/25	04/15/25	04/16/25	04/30/25	15		
4	255	04/16/25	04/30/25	05/01/25	05/15/25	15		
3	259	05/01/25	05/15/25	05/16/25	05/30/25	15		
2	265	05/16/25	05/31/25	06/02/25	06/12/25	16		
1	267	06/01/25	06/30/25 *	06/16/25	06/30/25	*** 15		
						366	12	

***Reported time for 6/16/25 through 6/30/25 will be paid on 7/15/25

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.

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.



2024-2025

12 Month Guardians & Dispatchers Hrs x Hrly

PD = pay date

WD/PH = Paid holiday is a work day

Jul-24						
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-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	31

31

Sep-24						
S	M	T	W	T	F	S
1	WD/PH	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	PD					

30

Oct-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	30	PD		

31

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

30

Dec-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	PD	21
22	23	WD/PH	WD/PH	26	27	28
29	30	31				

31

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

31

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	WD/PH	18	19	20	21	22
23	24	25	26	27	PD	

28

Mar-25						
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

Apr-25						
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-25						
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	WD/PH	27	28	29	PD	31

31

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

30

Hours x Hourly

Non-Bargaining Extended Days (Deans) - 110

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: 07/01/24

Last day of duty: 06/30/25

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	06/16/24	06/30/24	07/01/24	07/15/24	10	Time Worked in FY 2024- paid in FY 2025
23	079	07/01/24	07/15/24	07/16/24	07/31/24	10	
22	085	7/16/204	07/31/24	08/01/24	08/15/24	12	
21	089	08/01/24	08/15/24	08/16/24	08/30/24	11	
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	
19	099	09/01/24	09/15/24	09/16/24	09/30/24	9	
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	
17	109	10/01/24	10/15/24	10/16/24	10/31/24	11	
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	
15	119	11/01/24	11/11/24	11/12/24	11/22/24	6	
14	125	11/12/24	11/30/24	12/02/24	12/13/24	9	
13	126	12/01/24	12/10/24	12/11/24	12/20/24	7	
12	215	12/11/24	12/31/24	01/02/25	01/15/25	8	
11	219	01/01/25	01/15/25	01/16/25	01/31/25	10	
10	225	01/16/25	01/31/25	02/03/25	02/14/25	11	
9	229	02/01/25	02/15/25	02/18/25	02/28/25	10	
8	235	02/16/25	02/28/25	03/03/25	03/13/25	9	
7	239	03/01/25	03/11/25	03/12/25	03/31/25	7	
6	245	03/12/25	03/31/25	04/01/25	04/15/25	9	
5	249	04/01/25	04/15/25	04/16/25	04/30/25	11	
4	255	04/16/25	04/30/25	05/01/25	05/15/25	11	
3	259	05/01/25	05/15/25	05/16/25	05/30/25	11	
2	265	05/16/25	05/31/25	06/02/25	06/12/25	10	
1	267	06/01/25	06/15/25	06/16/25	06/30/25	** 10	
						236	

An employee whose primary position is defined under one of the above categories may have limitations to the types of benefits available.

Extended Day Care positions are covered under the Florida Retirement System and may be eligible for insurance coverage depending on total scheduled work hours.

Employees working in other regularly established positions will receive Social Security and retirement credit for wages paid in these positions. Employees who are not eligible for membership in the Florida Retirement System will participate in the FICA Replacement Plan (BENCOR) for an individual retirement benefit.

Wages paid to Student Workers under the Business program are subject to Federal Withholding Tax only.

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: 7/4/24, 9/2/24, 11/11/24, 11/25/24-11/29/24

12/23/24-1/1/25, 1/20/25, 2/17/25, 3/17/25-3/21/25, 5/26/25, 6/19/25

**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.



2024-2025

Hours x Hourly Positions

PD = pay date

NW = non work day

MC = mandatory closing - 4 day work week

Jul-24						
S	M	T	W	T	F	S
	1	2	3	NW	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			

22

Aug-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	31

22

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

Oct-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	30	PD		

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

21

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	14	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	NW	27	28	29	PD	31

21

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

20

216-day positions - 24 payments

11 Month Pay Types:

230 Admin/Non-Bargaining

330 Instructional

First Day of Duty: 07/22/24

Last Day of Duty: 06/17/25

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	085	07/22/24	07/31/24	08/01/24	08/15/24	8	(1.00)		
23	089	08/01/24	08/15/24	08/16/24	08/30/24	11	1.00	4	07/22/24
22	095	08/16/24	08/31/24	09/03/24	09/13/24	11	3.00	***4	08/22/24
21	099	09/01/24	09/15/24	09/16/24	09/30/24	10	4.00		
20	105	09/16/24	09/30/24	10/01/24	10/15/24	11	6.00	1	10/01/24
19	109	10/01/24	10/15/24	10/16/24	10/31/24	11	8.00		
18	115	10/16/24	10/31/24	11/01/24	11/15/24	12	11.00	1	11/01/24
17	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	12.00		
16	125	11/16/24	11/30/24	12/02/24	12/13/24	7	10.00	1	12/02/24
15	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	11.00		
14	215	12/16/24	12/31/24	01/02/25	01/15/25	6	8.00	1	01/02/25
13	219	01/01/25	01/15/25	01/16/25	01/31/25	8	7.00		
12	225	01/16/25	01/31/25	02/03/25	02/14/25	12	10.00	1	02/03/25
11	229	02/01/25	02/15/25	02/18/25	02/28/25	10	11.00		
10	235	02/16/25	02/28/25	03/03/25	03/13/25	9	11.00	1	03/03/25
9	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	12.00		
8	245	03/16/25	03/31/25	04/01/25	04/15/25	6	9.00	1	04/01/25
7	249	04/01/25	04/15/25	04/16/25	04/30/25	11	11.00		
6	255	04/16/25	04/30/25	05/01/25	05/15/25	11	13.00		
5	259	05/01/25	05/15/25	05/16/25	05/30/25	11	15.00		
4	265	05/16/25	05/31/25	06/02/25	06/12/25	11	17.00		
3	267	06/01/25	06/17/25	* 06/16/25	06/30/25	10	18.00		
2	268				06/30/25		9.00		
1	269				06/30/25		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: 9/2/24, 11/28/24, 11/29/24, 12/25/24, 1/20/25, 5/26/25

**Scheduled Non Work/Non Paid Days: 11/11/24, 11/25/24-11/27/24, 12/23/24-12/24/24,
12/26/24-1/3/25, 2/17/25, 3/17/25-3/21/25, 6/6/25,6/13/25**

**Four Day Work Week Mandatory Closing days: 7/26/24, 8/2/24, work prorated schedule these two weeks,
work regular schedule the month of June**

Duty Days: 8/5/24, 10/14/24, 1/6/25, 3/14/25



2024-2025

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-24						
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	FD	23	24	25	MC	27
28	29	30	31			

8

Aug-24						
S	M	T	W	T	F	S
				1	MC	3
4	PDD	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	31

22

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	PH	PH	30

17

Dec-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	PD	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

16

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

20

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	PD	31

22

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

10

*First check of fiscal year issued August 15

Work prorated schedule week of July 22 and July 29

*Three (3) equal checks issued June 30

Work regular schedule in June

216-day positions - 22 payments

11 Month Pay Types:

430 VUE Support

First Day of Duty: 07/22/24

Last Day of Duty: 06/17/25

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
22	085	07/22/24	07/31/24	08/01/24	08/15/24	8	(1.82)		
21	089	08/01/24	08/15/24	08/16/24	08/30/24	11	(0.64)	4	08/22/24
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	0.55		
19	099	09/01/24	09/15/24	09/16/24	09/30/24	10	0.73	1	10/01/24
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	1.91		
17	109	10/01/24	10/15/24	10/16/24	10/31/24	11	3.09	1	11/01/24
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	5.27		
15	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	5.45	1	12/02/24
14	125	11/16/24	11/30/24	12/02/24	12/13/24	7	2.64		
13	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	2.82	1	01/02/25
12	215	12/16/24	12/31/24	01/02/25	01/15/25	6	(1.00)		
11	219	01/01/25	01/15/25	01/16/25	01/31/25	8	(2.82)	1	02/03/25
10	225	01/16/25	01/31/25	02/03/25	02/14/25	12	(0.64)		
9	229	02/01/25	02/15/25	02/18/25	02/28/25	10	(0.45)	1	03/03/25
8	235	02/16/25	02/28/25	03/03/25	03/13/25	9	(1.27)		
7	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	(1.09)	1	04/01/25
6	245	03/16/25	03/31/25	04/01/25	04/15/25	6	(4.91)		
5	249	04/01/25	04/15/25	04/16/25	04/30/25	11	(3.73)		
4	255	04/16/25	04/30/25	05/01/25	05/15/25	11	(2.55)		
3	259	05/01/25	05/15/25	05/16/25	05/30/25	11	(1.36)		
2	265	05/16/25	05/31/25	06/02/25	06/12/25	11	(0.18)		
1	267	06/01/25	06/17/25	* 06/16/25	06/30/25	10	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: 9/2/24, 11/28/24, 11/29/24, 12/25/24, 1/20/25, 5/26/25

Scheduled Non Work/Non Paid Days: 11/11/24, 11/25/24-11/27/24, 12/23/24-12/24/24, 12/26/24-1/3/25, 2/17/25, 3/17/25-3/21/25, 6/6/25,6/13/25

Four Day Work Week Mandatory Closing days: 7/26/24, 8/2/24, work prorated schedule these two weeks, work regular schedule the month of June

Duty Days: 8/5/24, 10/14/24, 1/6/25, 3/14/25



2024-2025

11 Month 216 Day Support Positions - 22 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-24						
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	FD	23	24	25	MC	27
28	29	30	31			

8

Aug-24						
S	M	T	W	T	F	S
				1	MC	3
4	PDD	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	31

22

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	PH	PH	30

17

Dec-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	PD	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

16

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

20

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	PD	31

22

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

10

***First check of fiscal year issued August 15**

Work prorated schedule week of July 22 and July 29

Work regular schedule in June

212-day positions - 24 payments**11 Month Pay Types:****134 Administration****234 Admin/Non-Bargaining****First Day of Duty: 07/22/24****Last Day of Duty: 06/10/25**

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	07/22/24	07/31/24	08/01/24	08/15/24	8	(0.83)		
23	089	08/01/24	08/15/24	08/16/24	08/30/24	11	1.33	4	08/22/24
22	095	08/16/24	08/31/24	09/03/24	09/13/24	11	3.50		
21	099	09/01/24	09/15/24	09/16/24	09/30/24	10	4.67	1	10/01/24
20	105	09/16/24	09/30/24	10/01/24	10/15/24	11	6.83		
19	109	10/01/24	10/15/24	10/16/24	10/31/24	11	9.00	1	11/01/24
18	115	10/16/24	10/31/24	11/01/24	11/15/24	12	12.17		
17	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	13.33	1	12/02/24
16	125	11/16/24	11/30/24	12/02/24	12/13/24	7	11.50		
15	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	12.67	1	01/02/25
14	215	12/16/24	12/31/24	01/02/25	01/15/25	6	9.83		
13	219	01/01/25	01/15/25	01/16/25	01/31/25	8	9.00	1	02/03/25
12	225	01/16/25	01/31/25	02/03/25	02/14/25	12	12.17		
11	229	02/01/25	02/15/25	02/18/25	02/28/25	10	13.33	1	03/03/25
10	235	02/16/25	02/28/25	03/03/25	03/13/25	9	13.50		
9	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	14.67	1	04/01/25
8	245	03/16/25	03/31/25	04/01/25	04/15/25	6	11.83		
7	249	04/01/25	04/15/25	04/16/25	04/30/25	11	14.00		
6	255	04/16/25	04/30/25	05/01/25	05/15/25	11	16.17		
5	259	05/01/25	05/15/25	05/16/25	05/30/25	11	18.33		
4	265	05/16/25	05/31/25	06/02/25	06/12/25	11	20.50		
3	267	06/01/25	06/17/25	* 06/16/25	06/30/25	6	17.67		
2	268				06/30/25		8.83		
1	269				06/30/25		0.00		
						212		11	

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: 9/2/24, 11/28/24, 11/29/24, 12/25/24, 1/20/25, 5/26/25

**Scheduled Non Work/Non Paid Days: 11/11/24, 11/25/24-11/27/24, 12/23/24-12/24/24,
12/26-1/3/25, 2/17/25, 3/17/25-3/21/25, 6/6/25**

**Four Day Work Week Mandatory Closing days: 7/26/24, 8/2/24, work prorated schedule these two weeks,
work regular schedule the month of June**

Duty Days: 8/5/24, 10/14/24, 1/6/25, 3/14/25



2024-2025

11 Month 212 Day Admin 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-24						
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	FD	23	24	25	MC	27
28	29	30	31			

8

Aug-24						
S	M	T	W	T	F	S
				1	MC	3
4	PDD	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	31

22

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	PH	PH	30

17

Dec-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	PD	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

16

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

20

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	PD	31

22

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

6

***First check of fiscal year issued August 15**

Work prorated schedule week of July 22 and July 29

***Three (3) equal checks issued June 30**

Work regular schedule in June

196 - Day Non-Bargaining - 24 payments**104 - Non Barg Administrative Dean****First Day of Duty: 08/05/24****Last Day of Duty: 05/30/25**

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	08/05/24	08/15/24	08/16/24	08/30/24	9	0.83	4	09/05/24
23	095	08/16/24	08/31/24	09/03/24	09/13/24	11	3.67		
22	099	09/01/24	09/15/24	09/16/24	09/30/24	10	5.50		
21	105	09/16/24	09/30/24	10/01/24	10/15/24	11	8.33	1	10/01/24
20	109	10/01/24	10/15/24	10/16/24	10/31/24	11	11.17		
19	115	10/16/24	10/31/24	11/01/24	11/15/24	12	15.00	1	11/01/24
18	119	11/01/24	11/15/24	*	11/12/24	10	16.83		
17	125	11/16/24	11/30/24		12/02/24	7	15.67	1	12/02/24
16	126	12/01/24	12/15/24	*	12/11/24	10	17.50		
15	215	12/16/24	12/31/24		01/02/25	6	15.33	1	01/02/25
14	219	01/01/25	01/15/25		01/16/25	8	15.17		
13	225	01/16/25	01/31/25		02/03/25	12	19.00	1	02/03/25
12	229	02/01/25	02/15/25		02/18/25	10	20.83		
11	235	02/16/25	02/28/25		03/03/25	9	21.67	1	03/03/25
10	239	03/01/25	03/15/25	*	03/12/25	10	23.50		
9	245	03/16/25	03/31/25		04/01/25	6	21.33		
8	249	04/01/25	04/15/25		04/16/25	11	24.17		
7	255	04/16/25	04/30/25		05/01/25	11	27.00		
6	259	05/01/25	05/15/25		05/16/25	11	29.83		
5	261			***	06/05/25	0	21.67		
4	262			***	06/05/25	0	13.50		
3	263			***	06/05/25	0	5.33		
2	264			***	06/05/25	0	(2.83)		
1	265	05/16/24	05/30/24	*	06/02/25	11	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.

* 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: 9/2/24, 11/28/24, 11/29/24, 12/25/24, 1/20/25, 5/26/25**Scheduled Non Work/Non Paid Days: 11/11/24, 11/25/24-11/27/24, 12/23/24-12/24/24,****12/26/24-1/3/25, 2/17/25, 3/17/25-3/21/25****Duty Days: 8/5/24, 10/14/24, 1/6/25, 3/14/25**



2024-2025
10 Month 196 Day Non-Barg Position - 24 pay

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

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

20

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	PH	PH	30

17

Dec-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	PD	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

16

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

20

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	LD/PD	31

22

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

0

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: 08/05/24

Last Day of Duty: 05/30/25

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	08/05/24	08/15/24	08/16/24	08/30/24	9	0.83	4	08/05/24
23	095	08/16/24	08/31/24	09/03/24	09/13/24	11	3.67		
22	099	09/01/24	09/15/24	09/16/24	09/30/24	10	5.50		
21	105	09/16/24	09/30/24	10/01/24	10/15/24	11	8.33	1	10/01/24
20	109	10/01/24	10/15/24	10/16/24	10/31/24	11	11.17		
19	115	10/16/24	10/31/24	11/01/24	11/15/24	12	15.00	1	11/01/24
18	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	16.83		
17	125	11/16/24	11/30/24	12/02/24	12/13/24	7	15.67	1	12/02/24
16	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	17.50		
15	215	12/16/24	12/31/24	01/02/25	01/15/25	6	15.33	1	01/02/25
14	219	01/01/25	01/15/25	01/16/25	01/31/25	8	15.17		
13	225	01/16/25	01/31/25	02/03/25	02/14/25	12	19.00	1	02/03/25
12	229	02/01/25	02/15/25	02/18/25	02/28/25	10	20.83		
11	235	02/16/25	02/28/25	03/03/25	03/13/25	9	21.67	1	03/03/25
10	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	23.50		
9	245	03/16/25	03/31/25	04/01/25	04/15/25	6	21.33		
8	249	04/01/25	04/15/25	04/16/25	04/30/25	11	24.17		
7	255	04/16/25	04/30/25	05/01/25	05/15/25	11	27.00		
6	259	05/01/25	05/15/25	05/16/25	05/30/25	11	29.83		
5	261			***	06/05/25	0	21.67		
4	262			***	06/05/25	0	13.50		
3	263			***	06/05/25	0	5.33		
2	264			***	06/05/25	0	(2.83)		
1	265	05/16/24	05/30/24	* 06/02/25	06/12/25	11	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: 9/2/24, 11/28/24, 11/29/24, 12/25/24, 1/20/25, 5/26/25

Scheduled Non Work/Non Paid Days: 11/11/24, 11/25/24-11/27/24, 12/23/24-12/24/24, 12/26/24-1/3/25, 2/17/25, 3/17/25-3/21/25

Duty Days: 8/5/24, 10/14/24, 1/6/25, 3/14/25



2024-2025

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

20

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	PH	PH	30

17

Dec-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	PD	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

16

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

20

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	LD/PD	31

22

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

0

Late Start- 10 Month-Instructional Positions
Pay Type: 341, 343 - Beginning on or after January 7, 2025

First Day of Duty: 01/07/25				Last Day of Duty: 05/30/25					
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
10	219	01/01/25	01/15/25	01/16/25	01/31/25	7	(2.80)	4	01/07/25
9	225	01/16/25	01/31/25	02/03/25	02/14/25	12	(0.60)		
8	229	02/01/25	02/15/25	02/18/25	02/28/25	10	(0.40)	1	03/03/25
7	235	02/16/25	02/28/25	03/03/25	03/14/25	9	(1.20)		
6	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	(1.00)		
5	245	03/16/25	03/31/25	04/01/25	04/15/25	6	(4.80)		
4	249	04/01/25	04/15/25	04/16/25	04/30/25	11	(3.60)		
3	255	04/16/25	04/30/25	05/01/25	05/15/25	11	(2.40)		
2	259	05/01/25	05/15/25	05/16/25	05/30/25	11	(1.20)		
1	265	05/16/25	05/31/25	* 06/02/25	06/12/25	11	0.00		
						<u>98</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

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: 1/20/25 and 5/26/25

Scheduled Non-Work days / Non-Paid: 2/17/25, 3/17/25/-3/21/25

Post Planning: 5/29/25 and 5/30/25

Duty Days: 3/14/25



2024-2025

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-24						
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-24						
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

20

Sep-24						
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					

21

Oct-24						
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		

23

Nov-24						
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

17

Dec-24						
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				

16

Jan-25						
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	PH	21	22	23	24	25
26	27	28	29	30	PD	

20

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	LD/PD	31

22

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

0

Extra Period Supplement - Pay Type 307

First Day of Duty: 08/12/24

Last day of duty: 5/28/25

Run Number	Report time from Date	Report time through Date	Payroll Close Dates	Pay Dates	Max. possible work days per pay period
089	08/05/24	08/15/24	08/16/24	08/30/24	4
095	08/16/24	08/31/24	09/03/24	09/13/24	11
099	09/01/24	09/15/24	09/16/24	09/30/24	9
105	09/16/24	09/30/24	10/01/24	10/15/24	11
109	10/01/24	10/15/24	10/16/24	10/31/24	10
115	10/16/24	10/31/24	11/01/24	11/15/24	12
119	11/01/24	11/11/24 *	11/12/24	11/22/24	6
125	11/12/24	11/30/24	12/02/24	12/13/24	9
126	12/01/24	12/10/24 *	12/11/24	12/20/24	7
215	12/11/24	12/31/24	01/02/25	01/15/25	8
219	01/01/25	01/15/25	01/16/25	01/31/25	7
225	01/16/25	01/31/25	02/03/25	02/14/25	11
229	02/01/25	02/15/25	02/18/25	02/28/25	10
235	02/16/25	02/28/25	03/03/25	03/13/25	9
239	03/01/25	03/11/25 *	03/12/25	03/31/25	7
245	03/12/25	03/31/25	04/01/25	04/15/25	8
249	04/01/25	04/15/25	04/16/25	04/30/25	11
255	04/16/25	04/30/25	05/01/25	05/15/25	11
259	05/01/25	05/15/25	05/16/25	05/30/25	11
265	05/16/25	05/31/25	06/02/25	06/12/25	8

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: 9/2/24, 10/14/24, 11/11/24, 11/25/24-11/29/24,
12/23/24-1/6/25, 1/20/25, 2/17/25, 3/14/25-3/21/25, 5/26/25



2024-2025

Extra Period Supplement--Pay Type 307

FD = first day

PH = paid holiday

PD = pay date

NW = non work day

DD = duty day

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

15

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

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

22

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

18

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	NW	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

15

Apr-25						
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-25						
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	NW	27	LD	29	PD	31

19

Jun-25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	PD	13	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: 08/05/24

Last Day of Duty: 05/30/25

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	08/05/24	08/15/24	08/16/24	08/30/24	9	(0.33)		
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	1.33	4	09/05/24
19	099	09/01/24	09/15/24	09/16/24	09/30/24	10	2.00		
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	3.67	1	10/01/24
17	109	10/01/24	10/15/24	10/16/24	10/31/24	11	5.33		
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	8.00	1	11/01/24
15	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	8.67		
14	125	11/16/24	11/30/24	12/02/24	12/13/24	7	6.33	1	12/02/24
13	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	7.00		
12	215	12/16/24	12/31/24	01/02/25	01/15/25	6	3.67	1	01/02/25
11	219	01/01/25	01/15/25	01/16/25	01/31/25	8	2.33		
10	225	01/16/25	01/31/25	02/03/25	02/14/25	12	5.00	1	02/03/25
9	229	02/01/25	02/15/25	02/18/25	02/28/25	10	5.67		
8	235	02/16/25	02/28/25	03/03/25	03/13/25	9	5.33	1	03/03/25
7	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	6.00		
6	245	03/16/25	03/31/25	04/01/25	04/15/25	6	2.67		
5	249	04/01/25	04/15/25	04/16/25	04/30/25	11	4.33		
4	255	04/16/25	04/30/25	05/01/25	05/15/25	11	6.00		
3	259	05/01/25	05/15/25	05/16/25	05/30/25	11	7.67		
2	265	05/16/25	05/31/25	06/02/25	06/12/25	11	9.33		
1	267			06/02/25	06/30/25	0	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: 9/2/24, 11/28/24, 11/29/24, 12/25/24, 1/20/25, 5/26/25

**Scheduled Non Work/Non Paid Days: 11/11/24, 11/25/24-11/27/24, 12/23/24-12/24/24,
12/26/24-1/3/25, 2/17/25, 3/17/25-3/21/25**

Duty Days: 8/5/24, 10/14/24, 1/6/25, 3/14/25



2024-2025

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

20

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	PH	PH	30

17

Dec-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	PD	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

16

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

20

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	LD/PD	31

22

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

0

196 day - 10 Month - 21 Payments
Pay Type 550 SWC Managers/Interns

First Day of Duty: 08/05/24

Last Day of Duty: 05/30/25

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	08/05/24	08/15/24	08/16/24	08/30/24	9	(0.33)		
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	1.33	4	09/05/24
19	099	09/01/24	09/15/24	09/16/24	09/30/24	10	2.00		
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	3.67	1	10/01/24
17	109	10/01/24	10/15/24	10/16/24	10/31/24	11	5.33		
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	8.00	1	11/01/24
15	119	11/01/24	11/15/24	*	11/12/24	11/22/24	10	8.67	
14	125	11/16/24	11/30/24		12/02/24	12/13/24	7	6.33	1
13	126	12/01/24	12/15/24	*	12/11/24	12/20/24	10	7.00	
12	215	12/16/24	12/31/24		01/02/25	01/15/25	6	3.67	1
11	219	01/01/25	01/15/25		01/16/25	01/31/25	8	2.33	
10	225	01/16/25	01/31/25		02/03/25	02/14/25	12	5.00	1
9	229	02/01/25	02/15/25		02/18/25	02/28/25	10	5.67	
8	235	02/16/25	02/28/25		03/03/25	03/13/25	9	5.33	1
7	239	03/01/25	03/15/25	*	03/12/25	03/31/25	10	6.00	
6	245	03/16/25	03/31/25		04/01/25	04/15/25	6	2.67	
5	249	04/01/25	04/15/25		04/16/25	04/30/25	11	4.33	
4	255	04/16/25	04/30/25		05/01/25	05/15/25	11	6.00	
3	259	05/01/25	05/15/25		05/16/25	05/30/25	11	7.67	
2	265	05/16/25	05/31/25		06/02/25	06/12/25	11	9.33	
1	267				06/30/25	0	0.00		
						<u>196</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.

196 contract days divided by 21 equal payments = 9.33 days (value of each regular check) 10

* 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: 9/2/24, 11/28/24, 11/29/24, 12/25/24, 1/20/25, 5/26/25

Scheduled Non Work/Non Paid Days: 11/11/24, 11/25/24-11/27/24, 12/23/24-12/24/24, 12/26/24-1/3/25, 2/17/25, 3/17/25-3/21/25

Duty Days: 8/5/24, 10/14/24, 1/6/25, 3/14/25



2024-2025

10 Month 196 Day SWC Managers/Interns - 21 pay

FD = first day

PH = paid holiday

PD = pay date

NW = non work day

DD = duty day

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

20

Sep-24						
S	M	T	W	T	F	S
1	PH	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	PD					

21

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	PH	PH	30

17

Dec-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	PD	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

16

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

20

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	PH	27	28	29	LD/PD	31

22

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

0

190 - Day Positions 21 - payments
10 Month Pay Types:
555 Non-Instruction/Non-Bargaining (FKA AFSCME)

First Day of Duty: 08/05/24

Last Day of Duty: 05/30/25

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	08/05/24	08/15/24		08/16/24	08/30/24	9	(0.05)			
20	095	08/16/24	08/31/24		09/03/24	09/13/24	11	1.90	4	09/05/24	
19	099	09/01/24	09/15/24		09/16/24	09/30/24	9	1.86			
18	105	09/16/24	09/30/24		10/01/24	10/15/24	11	3.81	1	10/01/24	
17	109	10/01/24	10/15/24		10/16/24	10/31/24	11	5.76			
16	115	10/16/24	10/31/24		11/01/24	11/15/24	12	8.71	1	11/01/24	
15	119	11/01/24	11/15/24	*	11/12/24	11/22/24	10	9.67			
14	125	11/16/24	11/30/24		12/02/24	12/13/24	5	5.62	1	12/02/24	
13	126	12/01/24	12/15/24	*	12/11/24	12/20/24	10	6.57			
12	215	12/16/24	12/31/24		01/02/25	01/15/25	5	2.52	1	01/02/25	
11	219	01/01/25	01/15/25		01/16/25	01/31/25	8	1.48			
10	225	01/16/25	01/31/25		02/03/25	02/14/25	11	3.43	1	02/03/25	
9	229	02/01/25	02/15/25		02/18/25	02/28/25	10	4.38			
8	235	02/16/25	02/28/25		03/03/25	03/13/25	9	4.33	1	03/03/25	
7	239	03/01/25	03/15/25	*	03/12/25	03/31/25	10	5.29			
6	245	03/16/25	03/31/25		04/01/25	04/15/25	6	2.24	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.		
5	249	04/01/25	04/15/25		04/16/25	04/30/25	11	4.19			
4	255	04/16/25	04/30/25		05/01/25	05/15/25	11	6.14			
3	259	05/01/25	05/15/25		05/16/25	05/30/25	11	8.10			
2	265	05/16/25	05/31/25		06/02/25	06/12/25	10	9.05			
1	267				06/02/25	06/30/25	0	0.00			
							190				
								10			



2024-2025

10 Month 190 Day Non-Inst/Non Barg (FKA AFSCME) Positions - 21 pay

PD = pay date

NW = non work day

DD = duty day

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

20

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

19

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	NW	27	28	29	LD/PD	31

21

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

0

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

First Day of Duty: 08/07/24

Last Day of Duty: 05/29/25

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	08/07/24	08/15/24	08/16/24	08/30/24	7	(1.86)		
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	0.29	4	09/07/24
19	099	09/01/24	09/15/24	09/16/24	09/30/24	9	0.43		
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	2.57	1	11/01/24
17	109	10/01/24	10/15/24	10/16/24	10/31/24	10	3.71		
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	6.86	1	12/02/24
15	119	11/01/24	11/15/24	*	11/12/24	11/22/24	10	8.00	
14	125	11/16/24	11/30/24		12/02/24	12/13/24	5	4.14	1
13	126	12/01/24	12/15/24	*	12/11/24	12/20/24	10	5.29	
12	215	12/16/24	12/31/24		01/02/25	01/15/25	5	1.43	1
11	219	01/01/25	01/15/25		01/16/25	01/31/25	8	0.57	
10	225	01/16/25	01/31/25		02/03/25	02/14/25	11	2.71	1
9	229	02/01/25	02/15/25		02/18/25	02/28/25	10	3.86	
8	235	02/16/25	02/28/25		03/03/25	03/13/25	9	4.00	
7	239	03/01/25	03/15/25	*	03/12/25	03/31/25	10	5.14	
6	245	03/16/25	03/31/25		04/01/25	04/15/25	6	2.29	
5	249	04/01/25	04/15/25		04/16/25	04/30/25	11	4.43	
4	255	04/16/25	04/30/25		05/01/25	05/15/25	11	6.57	
3	259	05/01/25	05/15/25		05/16/25	05/30/25	11	8.71	
2	265	05/16/25	05/31/25		06/02/25	06/12/25	9	8.86	
1	267				06/02/25	06/30/25	0	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: 9/2/24, 10/14/24, 11/11/24, 11/25/24-11/29/24, 12/23/24-1/3/25
1/20/25, 2/17/25, 3/17/25-3/21/25, 5/26/25

Duty Days: 1/6/25, 5/29/25



2024-2025

9 Month 186 day SWC Assistants - 21 pay

PD = pay date

NW = non work day

DD = duty day

Jul-24						
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-24						
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	PD	31

18

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

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

22

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

19

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	NW	27	28	LD	PD	31

20

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

0

185 - Day Support Positions - 21 payments**9 Month Pay Types:****470 VUE Paraprofessionals****First Day of Duty: 08/07/24****Last Day of Duty: 05/28/25**

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	08/07/24	08/15/24	08/16/24	08/30/24	7	(1.81)		
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	0.38		
19	099	09/01/24	09/15/24	09/16/24	09/30/24	9	0.57	4	09/10/24
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	2.76		
17	109	10/01/24	10/15/24	10/16/24	10/31/24	11	4.95	1	11/01/24
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	8.14		
15	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	9.33	1	12/02/24
14	125	11/16/24	11/30/24	12/02/24	12/13/24	5	5.52		
13	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	6.71	1	01/02/25
12	215	12/16/24	12/31/24	01/02/25	01/15/25	5	2.90		
11	219	01/01/25	01/15/25	01/16/25	01/31/25	8	2.10	1	02/03/25
10	225	01/16/25	01/31/25	02/03/25	02/14/25	11	4.29		
9	229	02/01/25	02/15/25	02/18/25	02/28/25	10	5.48	1	03/03/25
8	235	02/16/25	02/28/25	03/03/25	03/13/25	9	5.67		
7	239	03/01/25	03/15/25	* 03/12/25	03/31/25	9	5.86		
6	245	03/16/25	03/31/25	04/01/25	04/15/25	6	3.05		
5	249	04/01/25	04/15/25	04/16/25	04/30/25	11	5.24		
4	255	04/16/25	04/30/25	05/01/25	05/15/25	11	7.43		
3	259	05/01/25	05/15/25	05/16/25	05/30/25	11	9.62		
2	265	05/16/25	05/31/25	06/02/25	06/12/25	8	8.81		
1	267			06/02/25	06/30/25	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: 9/2/24, 11/11/24, 11/25/24-11/29/24, 12/23/24-1/3/25

1/20/25, 2/17/25, 3/14/25-3/21/25, 5/26/25

Pre Planning: 8/7/24-8/9/24

Duty Days: 10/14/24, 1/6/25



2024-2025

9 Month 185 day Para Positions - 21 pay

PD = pay date

NW = non work day

DD = duty day

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

18

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

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

23

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

19

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	NW	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

15

Apr-25						
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-25						
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	NW	27	LD	29	PD	31

19

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

0

185 - Day Guardians - 21 payments
9 Month Pay Types:

505 Non-Inst/Non-Barg (FKA AFSCME)

First Day of Duty: 08/05/24

Last Day of Duty: 05/28/25

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	08/05/24	08/15/24	08/16/24	08/30/24	9	0.19		
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	2.38		
19	099	09/01/24	09/15/24	09/16/24	09/30/24	9	2.57	4	09/05/24
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	4.76		
17	109	10/01/24	10/15/24	10/16/24	10/31/24	10	5.95	1	11/01/24
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	9.14		
15	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	10.33	1	12/02/24
14	125	11/16/24	11/30/24	12/02/24	12/13/24	5	6.52		
13	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	7.71	1	01/02/25
12	215	12/16/24	12/31/24	01/02/25	01/15/25	5	3.90		
11	219	01/01/25	01/15/25	01/16/25	01/31/25	7	2.10	1	02/03/25
10	225	01/16/25	01/31/25	02/03/25	02/14/25	11	4.29		
9	229	02/01/25	02/15/25	02/18/25	02/28/25	10	5.48	1	03/03/25
8	235	02/16/25	02/28/25	03/03/25	03/13/25	9	5.67		
7	239	03/01/25	03/15/25	* 03/12/25	03/31/25	9	5.86		
6	245	03/16/25	03/31/25	04/01/25	04/15/25	6	3.05		
5	249	04/01/25	04/15/25	04/16/25	04/30/25	11	5.24		
4	255	04/16/25	04/30/25	05/01/25	05/15/25	11	7.43		
3	259	05/01/25	05/15/25	05/16/25	05/30/25	11	9.62		
2	265	05/16/25	05/31/25	06/02/25	06/12/25	8	8.81		
1	267			06/02/25	06/30/25	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: 9/2/24, 10/14/24, 11/11/24, 11/25/24-11/29/24, 12/23/24-1/6/25
1/20/25, 2/17/25, 3/17/25-3/21/25, 5/26/25**



2024-2025

9 Month 185 day School Guardians - 21 pay

PD = pay date

NW = non work day

DD = duty day

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

20

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

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

22

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

18

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	NW	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

15

Apr-25						
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-25						
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	NW	27	LD	29	PD	31

19

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

0

185 - Day Healthcare Support Positions - 21 payments

9 Month Pay Types:

262 Non-bargaining Non-exempt

565 Clinic Assistants

First Day of Duty: 08/08/24

Last Day of Duty: 05/30/25

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	08/08/24	08/15/24	08/16/24	08/30/24	6	(2.81)		
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	(0.62)		
19	099	09/01/24	09/15/24	09/16/24	09/30/24	9	(0.43)	4	09/08/24
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	1.76		
17	109	10/01/24	10/15/24	10/16/24	10/31/24	10	2.95	1	11/01/24
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	6.14		
15	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	7.33	1	12/02/24
14	125	11/16/24	11/30/24	12/02/24	12/13/24	5	3.52		
13	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	4.71	1	01/02/25
12	215	12/16/24	12/31/24	01/02/25	01/15/25	5	0.90		
11	219	01/01/25	01/15/25	01/16/25	01/31/25	7	(0.90)	1	02/03/25
10	225	01/16/25	01/31/25	02/03/25	02/14/25	11	1.29		
9	229	02/01/25	02/15/25	02/18/25	02/28/25	10	2.48	1	03/03/25
8	235	02/16/25	02/28/25	03/03/25	03/13/25	9	2.67		
7	239	03/01/25	03/15/25	* 03/12/25	03/31/25	10	3.86		
6	245	03/16/25	03/31/25	04/01/25	04/15/25	6	1.05		
5	249	04/01/25	04/15/25	04/16/25	04/30/25	11	3.24		
4	255	04/16/25	04/30/25	05/01/25	05/15/25	11	5.43		
3	259	05/01/25	05/15/25	05/16/25	05/30/25	11	7.62		
2	265	05/16/25	05/31/25	06/02/25	06/12/25	10	8.81		
1	267			06/02/25	06/30/25	0	0.00		
						185		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.

*** 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: 9/2/24, 10/14/24, 11/11/24, 11/25/24-11/29/24, 12/23/24-1/6/25
1/20/25, 2/17/25, 3/17/25-3/21/25, 5/26/25**

Duty Days: 3/14/25



2024-2025

9 Month 185 Day Healthcare Support Positions - 21 pay

PD = pay date

NW = non work day

DD = duty day

Jul-24						
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-24						
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	PD	31

17

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

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

22

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

18

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	DD	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

16

Apr-25						
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-25						
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	NW	27	28	29	LD/PD	31

21

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

0

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

First Day of Duty: **08/05/24** **05/29/25**

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	08/05/24	08/12/24	08/13/24	08/30/24	3		
20	095	08/13/24	08/23/24	08/26/24	09/13/24	9		
19	099	08/26/24	09/06/24	09/09/24	09/30/24	9	4	09/05/24
18	105	09/09/24	09/19/24	09/20/24	10/15/24	9		
17	109	09/20/24	10/02/24	10/03/24	10/31/24	9	1	11/01/24
16	115	10/03/24	10/16/24	10/17/24	11/15/24	9		
15	119	10/17/24	10/29/24	10/30/24	11/22/24	9	1	12/02/24
14	125	10/30/24	11/12/24	11/13/24	12/13/24	9		
13	126	11/13/24	12/02/24	12/03/24	12/20/24	9	1	01/02/25
12	215	12/03/24	12/13/24	12/16/24	01/15/25	9		
11	219	12/16/24	01/10/25	01/13/25	01/31/25	9	1	02/03/25
10	225	01/13/25	01/24/25	01/27/25	02/14/25	9		
9	229	01/27/25	02/06/25	02/07/25	02/28/25	9	1	03/03/25
8	235	02/07/25	02/20/25	02/21/25	03/13/25	9		
7	239	02/21/25	03/05/25	03/06/25	03/31/25	9		
6	245	03/06/25	03/26/25	03/27/25	04/15/25	9		
5	249	03/27/25	04/08/25	04/09/25	04/30/25	9		
4	255	04/09/25	04/21/25	04/22/25	05/15/25	9		
3	259	04/22/25	05/02/25	05/05/25	05/30/25	9		
2	265	05/05/25	05/15/25	05/16/25	06/12/25	9		
1	267	05/16/25	05/29/25	05/30/25	06/30/25	9		
						183	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.

180 day school schedule begins 8/12/24 and ends 5/28/25. **Additional duty days:** 8/5/24, 8/6/24, 5/29/25

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: 8/7/24-8/9/24, 9/2/24, 10/14/24, 11/11/24,
11/25/24-11/29/24, 12/23/24-1/6/25, 1/20/25, 2/17/25, 3/14/25-3/21/25, 5/26/25



2024-2025

183 day Transportation - 21 pay

PD = pay date

NW = non work day

DD = duty day

Jul-24

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-24

S	M	T	W	T	F	S
				1	2	3
4	FD	6*	NW	NW	NW	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	PD	31

17

Sep-24

S	M	T	W	T	F	S
1	NW	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	PD					

20

Oct-24

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

22

Nov-24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

Jan-25

S	M	T	W	T	F	S
			NW	NW	NW	4
5	NW	7	8	9	10	11
12	13	14	PD	16	17	18
19	NW	21	22	23	24	25
26	27	28	29	30	PD	

18

Feb-25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	NW	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

15

Apr-25

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-25

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	NW	27	28	LD	PD	31

20

Jun-25

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

0

181 - Day Positions School Way Café Dining Room Aides

20 Payments

Pay Type: 572

First Day of Duty: 08/09/24

05/28/25

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	08/09/24	08/15/24	08/16/24	08/30/24	5		
19	095	08/16/24	08/31/24	09/03/24	09/13/24	11		
18	099	09/01/24	09/15/24	09/16/24	09/30/24	9	4	09/09/24
17	105	09/16/24	09/30/24	10/01/24	10/15/24	11		
16	109	10/01/24	10/15/24	10/16/24	10/31/24	10	1	11/01/24
15	115	10/16/24	10/31/24	11/01/24	11/15/24	12		
14	119	11/01/24	11/11/24	11/12/24	11/22/24	6	1	12/02/24
13	125	11/12/24	11/30/24	12/02/24	12/13/24	9		
12	126	12/01/24	12/10/24	12/11/24	12/20/24	7	1	01/02/25
11	215	12/11/24	12/31/24	01/02/25	01/15/25	8		
10	219	01/01/25	01/15/25	01/16/25	01/31/25	7	1	02/03/25
9	225	01/16/25	01/31/25	02/03/25	02/14/25	11		
8	229	02/01/25	02/15/25	02/18/25	02/28/25	10	1	03/03/25
7	235	02/16/25	02/28/25	03/03/25	03/13/25	9		
6	239	03/01/25	03/11/25	03/12/25	03/31/25	7		
5	245	03/12/25	03/31/25	04/01/25	04/15/25	8		
4	249	04/01/25	04/15/25	04/16/25	04/30/25	11		
3	255	04/16/25	04/30/25	05/01/25	05/15/25	11		
2	259	05/01/25	05/15/25	05/16/25	05/30/25	11		
1	265	05/16/25	05/28/25	06/02/25	06/12/25	8		
						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: 9/2/24, 10/14/24, 11/11/24, 11/25/24-11/29/24, 12/23/24-1/6/25
1/20/25, 2/17/25, 3/14/25-3/21/25, 5/26/25**



2024-2025

9 Month 181 Day Dining Room Aides - 21 pay

PD = pay date

NW = non work day

DD = duty day

Jul-24						
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-24						
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	PD	31

16

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

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

22

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

18

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	NW	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

15

Apr-25						
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-25						
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	NW	27	LD	29	PD	31

19

Jun-25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	PD	13	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 Non-Inst/Non-Barg (FKA AFSCME)

First Day of Duty: 08/12/24

Last Day of Duty: 05/28/25

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	08/12/24	08/15/24	08/16/24	08/30/24	4	(4.57)		
20	095	08/16/24	08/31/24	09/03/24	09/13/24	11	(2.14)	4	09/12/24
19	099	09/01/24	09/15/24	09/16/24	09/30/24	9	(1.71)		
18	105	09/16/24	09/30/24	10/01/24	10/15/24	11	0.71	1	11/01/24
17	109	10/01/24	10/15/24	10/16/24	10/31/24	10	2.14		
16	115	10/16/24	10/31/24	11/01/24	11/15/24	12	5.57	1	12/02/24
15	119	11/01/24	11/15/24	* 11/12/24	11/22/24	10	7.00		
14	125	11/16/24	11/30/24	12/02/24	12/13/24	5	3.43	1	01/02/25
13	126	12/01/24	12/15/24	* 12/11/24	12/20/24	10	4.86		
12	215	12/16/24	12/31/24	01/02/25	01/15/25	5	1.29	1	02/03/25
11	219	01/01/25	01/15/25	01/16/25	01/31/25	7	(0.29)		
10	225	01/16/25	01/31/25	02/03/25	02/14/25	11	2.14	1	03/03/25
9	229	02/01/25	02/15/25	02/18/25	02/28/25	10	3.57		
8	235	02/16/25	02/28/25	03/03/25	03/13/25	9	4.00		
7	239	03/01/25	03/15/25	* 03/12/25	03/31/25	9	4.43		
6	245	03/16/25	03/31/25	04/01/25	04/15/25	6	1.86		
5	249	04/01/25	04/15/25	04/16/25	04/30/25	11	4.29		
4	255	04/16/25	04/30/25	05/01/25	05/15/25	11	6.71		
3	259	05/01/25	05/15/25	05/16/25	05/30/25	11	9.14		
2	265	05/16/25	05/31/25	06/02/25	06/12/25	8	8.57		
1	267			06/02/25	06/30/25	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: 9/2/24, 10/14/24, 11/11/24, 11/25/24-11/29/24, 12/23/24-1/6/25

1/20/25, 2/17/25, 3/14/25-3/21/25, 5/26/25



2024-2025

9 Month 180 Day Support Positions - 21 pay

PD = pay date

NW = non work day

DD = duty day

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

15

Sep-24						
S	M	T	W	T	F	S
1	NW	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	PD					

20

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

22

Nov-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	PD	16
17	18	19	20	21	PD	23
24	NW	NW	NW	NW	NW	30

15

Dec-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	PD	21
22	NW	NW	NW	NW	NW	28
29	NW	NW				

15

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

18

Feb-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	PD	15
16	NW	18	19	20	21	22
23	24	25	26	27	PD	

19

Mar-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	PD	NW	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	PD					

15

Apr-25						
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-25						
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	NW	27	LD	29	PD	31

19

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

0

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:

<u>791**</u>	<u>Pay Date:</u>	<u>12/13/2024</u>	<u>Close Date:</u>	<u>12/2/2024</u>
	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.

<u>792</u>	<u>Pay Date:</u>	<u>3/13/2025</u>	<u>Close Date:</u>	<u>3/3/2025</u>
	Run # 235			

This is payment for Winter sports ONLY.

<u>793**</u>	<u>Pay Date:</u>	<u>6/12/2025</u>	<u>Close Date:</u>	<u>6/2/2025</u>
	Run # 265			

This is payment for Spring Practice.

**50/50 option for split June supplements paid 12/13/24 under pay type 791 and paid 6/12/25 per the original performance order selection