

12 Month Employee

2025-2026

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

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

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

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

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

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

Legend

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

Paid Holidays

- 07/03/25 Independence Day (3rd due to Fri off)
- 07/24/25 Pioneer Day
- 09/01/25 Labor Day
- 11/26/25 Thanksgiving Break
- 11/27/25 Thanksgiving Break
- 11/28/25 Thanksgiving Break
- 12/24/25 Christmas Break
- 12/25/25 Christmas Break
- 01/01/26 New Year's Day
- 01/19/26 Martin Luther King Jr. Day
- 02/16/26 Presidents' Day
- 04/02/26 Easter Break
- 04/03/26 Easter Break
- 05/25/26 Memorial Day

FYI

- 260 day work calendar (start 07-01-25 end 06-30-26)
- 14 paid holiday days plus 1 floating
- Semimonthly pay period
- 24 paychecks
- Pay period 1-15th paid on the 5th
- Pay period 16th-last day of month paid on the 20th
- 1st payday of fiscal year is 07-03-25
- Last payday of fiscal year is 06-18-26

Leave (full-time employees only)

- Annual leave : 10 days
- Sick leave : 12 days
- Floating holiday leave : 1 day

Time Card Dates (extra hours outside of contract)

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