



Medford Public Schools

489 Winthrop Street, Medford, Massachusetts 02155

Dr. Suzanne B. Galusi, Interim Superintendent

To: All Staff

From: Dr. Suzanne B. Galusi

Date: June 24, 2025

Re: **FY 26 Payroll Calendar and Business Office/MESA Schedule**

The following dates are the 26-pay period disbursement dates for FY 26.

July: 3rd, 17th, 31st**

January: 15th, 29th

August: 14th, 28th

February: 12th, 26th

September: 11th, 25th

March: 12th, 26th

October: 9th, 23rd

April: 9th, 23rd

November: 6th, 20th

May: 7th, 21st

December: 4th, 18th, 31st**

June: 4th, 18th

** Denotes a "health holiday" for benefit-eligible employees (no deduction).

➤ **For Ten-month Employees ONLY**

- First paycheck will be on August 28, 2025.
- August 28, 2025, will also be a health holiday (no deduction).
- The end of the school year "lump sum" check **is received on the last day of school**, which is tentatively scheduled for **June 17, 2026** (*depending on snow days, this date may change*).

**Medford Educational Secretaries Association / Business Office
School Vacation Schedule**

December 2025		February 2026		April 2026	
Mon 12/22	OPEN	Mon 2/16	CLOSED	Mon 4/20	CLOSED
Tues 12/23	OPEN	Tues 2/17	OPEN	Tues 4/21	OPEN
Wed 12/24	CLOSED	Wed 2/18	OPEN	Wed 4/22	OPEN
Thurs 12/25	CLOSED	Thurs 2/19	CLOSED	Thurs 4/23	CLOSED
Fri 12/26	CLOSED	Fri 2/20	CLOSED	Fri 4/24	CLOSED

Schedule subject to change based on directive from their immediate supervisor. Unit employees are expected to work two days during a break. If they are unable to report to work on the days specified, they should use their personal/vacation time and document it in Frontline appropriately.