



# 2025-26 Flexible Payroll Calendar for Certificated Assignments Starting After June 30, 2025

Track \_\_\_\_\_

For office use only

#	Month	First Week					Second Week					Third Week					Fourth Week					Planned Workdays		Actual Days Worked			
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Regular Schedule	Other Assignmts				
1	Jul											Jul 1	2	3	4	+	7	8	9	10	11						
2	Jul - Aug	14	15	16	17	18	21	22	23	24	25	28	29	30	31	1	Aug 4	5	6	7	8						
3	Aug - Sep	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	+	1	2	3	4	5					
4	Sep - Oct	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	Oct 29	30	1	2	3						
5	Oct - Nov	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31						
6	Nov	Nov 3	4	5	6	7	+	10	11	12	13	14	17	18	19	20	21	+	24	25	26	27	x	28			
7	Nov - Dec	Dec 1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	x	22	23	24	+	25	#	26			
8	Dec - Jan	+	29	30	31	1	2	5	6	7	8	9	12	13	14	15	16	+	19	20	21	22	23				
9	Jan - Feb	26	27	28	29	30	Feb 2	3	4	5	6	+	9	10	11	12	13	+	16	17	18	19	20				
10	Feb - Mar	23	24	25	26	27	Mar 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20						
11	Mar - Apr	23	24	25	26	27	30	31	1	2	+	3	6	7	8	9	10	13	14	15	16	17					
12	Apr - May	20	21	22	23	24	27	28	29	30	May 1	4	5	6	7	8	11	12	13	14	15						
13	May - Jun	18	19	20	21	22	+	25	26	27	28	29	Jun 1	2	3	4	5	8	9	10	11	12					
14	Jun	15	16	17	18	+	19	22	23	24	25	26	29	30													
																	<b>Subtotal</b>										
																	<b>Total Planned Workdays</b>										

- + Legal holidays
- # Non-duty equalization day for 12-month employees
- x Board declared holiday

Site \_\_\_\_\_ Employee ID \_\_\_\_\_

Employee \_\_\_\_\_  
 Print Name Employee Signature

Plan Approved \_\_\_\_\_  
 Site Administrator Date

**Actuals Certified:** \_\_\_\_\_  
 Site Administrator Date