



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

Track _____

For office use only

#	Month	First Week					Second Week					Third Week					Fourth Week					Regular Workdays	Other Paid Days		Actual Days Paid			
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		Holiday	Vacation				
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	Apr 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														
															Subtotal													
															Total Paid Days													

- + 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