

# 2025.2026 School Nutrition Payroll Calendar

July 15, 2025

## EMPLOYEES

### TRADITIONAL

PAY PERIOD	DATE DUE IN OFFICE	TIMESHEETS RUN DATES	DAYS WORKED	A/L	HOLIDAYS	TOTAL DAYS PAID	PAY DATE
3	Sept. 2	Aug. 15 - Aug. 29	6.5			6.5	Sept. 25
4	Oct. 1	Sept. 1 - Sept. 26	18		1	19	Oct. 24
5	Oct. 27	Sept. 29 - Oct. 24	19			19	Nov. 25
6	Nov. 24	Oct. 27 - Nov. 21	18		1	19	Dec. 22
7	Jan. 5	Nov. 24 - Dec.26	17	1	5	23	Jan. 23
8	Feb. 2	Dec. 29 - Jan. 30	18	4	2	24	Feb. 25
9	Mar. 2	Feb. 2 - Feb. 27	19			19	Mar. 25
10	Apr. 13	Mar. 2 - Apr. 3	22		1	23	April 24
11	May 4	Apr. 6 - May 1	15	4		19	May 22
12	June 11	May 4 - June 11	24.5		1	25.5	June 22

177                      9                      11                      197

Paid Holidays	
Labor Day	Sept. 1
Veteran's Day	Nov. 11
Thanksgiving	Nov. 27, 28
Christmas	Dec. 24, 25, 26
New Year's	Jan. 1
Martin Luther King's	Jan. 19
Good Friday	Apr. 3
Memorial Day	May 25

Annual Leave
Dec. 23, 29, 30, 31
Jan. 2
April 6 thru 9 ( <b>FOUR DAYS</b> )
Required Paid Work Days
Aug. 12 - 2 hours Cashier Class
Aug. 19 BSW
Aug. 14 1/2 day - ONE emp ONLY
Aug. 15 1/2 day
June 8 (1/2 day) <b>SUBJECT TO CHANGE</b>

Optional Annual Leave *
Aug. 12 (2 hours Cashier Class)
Aug. 13 i3 Cashier training @ school
Aug. 15, 18, 20, 22
Aug. 14 1/2 day - ONE emp ONLY
Aug. 21 1/2 day - All other employees
Sept. 23
Oct. 2
Nov. 4, 26
Dec. 22
Jan. 16
Feb. 16
Mar. 3, 20
June 8 (1/2 day) <b>SUBJECT TO CHANGE</b>

**\* Can only take optional (additional) AL if have more than 9 days AL. All leave must be approved.**