From:	Lena Young-Gallardo
To:	BSD-CBO List; BSD-FinMgrsMeet List; Newpy List
Cc:	BSD-ExecutiveStaffList
Subject:	Holiday Warrant Delivery and Payroll Settlement Dates
Date:	Thursday, October 30, 2025 2:00:03 PM
Attachments:	image001.png Bulletin - Holiday Warrant Delivery 2025.pdf Information Request - Holiday Warrant Delivery 2025.pdf

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Good afternoon,
Please see and share the attached bulletin and request. It is extremely important that your district responds to our request for information, to ensure that all your employees receive their payroll warrants, and all your vendors receive their commercial warrants timely during the holidays!
Also, please note the important information regarding payroll settlement dates during the holidays and share that information with your employees, so they won't be caught off guard. **(The release date for the January 1st payroll is Friday, January 2nd this fiscal year!)**

Wishing you all a wonderful holiday season,
Lena

Transforming lives through education
Lena Young-Gallardo, Director
District Financial Services
San Bernardino County Superintendent of Schools
760 E. Brier Drive, San Bernardino, CA 92408
P: 909.388.5701 | F: 909.388.5735
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San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: October 30, 2025

TO: Chief Business Officials, Personnel Administrators, Directors of Fiscal Services, Accounting Supervisors, and Payroll Technicians

SUBJECT: Holiday Warrant Delivery and Payroll Settlement Dates

The offices of the San Bernardino County Superintendent of Schools will be closed November 27th-28th, December 24th-25th, 31st and January 1st. To best serve the districts in our county, we will need to collect some information from each district regarding their holiday closure dates, preferences for warrant delivery, and district contact information. Additionally, we need to convey some information regarding actual payroll dates and settlement dates, so districts and their employees are not caught off-guard during the holidays.

The December Classified Contract payroll warrants are scheduled to be delivered via courier on Friday, December 26th; Certificated Contract payroll warrants are scheduled for delivery on Monday, December 29th, and Voluntary Deduction warrants are scheduled for delivery on Friday, January 2nd. We realize that the districts in our county may be closed on some of those dates, thus we are collecting each district's holiday schedule, delivery preferences, and contact information on the attached form. ***Please complete the form and email it to Claudia.Cisneros@sbcss.net by Friday, November 21st.*** This will allow us enough time to coordinate with our couriers. Also, if you have someone from your district picking up warrants from our office, please call our office to make sure they are listed on the **District Authorization for Pick-up of Warrants.**

Although San Bernardino County school districts will be receiving payroll warrants early, **please remember that the actual pay dates remain the same as usual.** The Classified Contract Payroll will be picked up by the courier for delivery to districts on December 26th; however, the pay date and settlement date is December 30th. **Districts should not release those pay warrants to employees prior to December 30th.** Employees on EFT should receive their automatic payroll deposit by December 30th.

The Certificated Contract Payroll will be picked up by the courier for delivery to districts on December 29th; however, the pay date is January 1st, and the settlement date is January 2nd. **Districts should not release those pay warrants to employees prior to January 2nd.**

The Auditor-Controller/Treasurer/Tax Collector has made it clear that payroll warrants should not be released to employees early and that pay warrants must not be cashed prior to payroll date. Failure to heed their advice may lead to significant payroll processing changes in the future.

Thanks for your cooperation, and from all of us in District Financial Services, we hope you have a beautiful holiday season!

Sincerely,

Ted Alejandre,
County Superintendent of Schools

Signed Lena Young-Gallardo
Lena Young-Gallardo, Director
District Financial Services

LYG:kb

San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: October 30, 2025

TO: Chief Business Officials, Payroll Personnel, Fiscal Services Directors, and San Bernardino County School Districts

SUBJECT: **Information Request – Holiday Warrant Delivery**

District Name: _____ District Number: _____

Please check the dates when your district will be closed:

- ☐ 11/24/25
- ☐ 11/25/25
- ☐ 11/26/25
- ☐ 12/22/25
- ☐ 12/23/25
- ☐ 12/26/25 CLCONT Payroll Delivered
- ☐ 12/29/25 CECONT Payroll Delivered
- ☐ 12/30/25
- ☐ 01/02/26

Treatment of Commercial and Payroll Warrants:

- ☐ District will pick up warrants on:_____
- ☐ Deliver warrants via schools' jet mail delivery
- ☐ Hold warrants until: _____
- ☐ Deliver warrants to district on: _____
- ☐ District will pick up warrant in DFS

Special Instruction:

_____

_____

District Contact Information:

Name: _____
Phone Number: _____

Please complete this form and email to Claudia.Cisneros@sbcss.net
NO LATER THAN FRIDAY, NOVEMBER 21, 2025