# RIALTO UNIFIED SCHOOL DISTRICT
## Fiscal Services

**Payroll Bulletin 26-002**

**DATE:** May 05, 2026

**TO:** All Employees

**FROM:** Valeria Estrella, Fiscal Services Manager

**SUBJECT:** Vacation Absences and Time Card Due Dates for Fiscal Year-End Closing

For Classified Contract employees who work **less than 12 months**, unused vacation hours will be paid on **June 30, 2026**, with the exception of 11 month employees on 223 and 224 calendars, they will be paid on **July 15, 2026.** For Classified Contract employees who **work 12 months**, any excess vacation over 40 hours will be paid on **August 31, 2026**. Please have your site or service area secretary enter any vacation absence scheduled for the month of June in ELTS by **June 1, 2026**. Failure to do so will result in a salary adjustment on your first pay warrant in the 2026-2027 school year.

The following is a schedule of due dates for both classified and certificated timecards:

| CLASSIFIED TIME CARDS | PERIOD WORKED | DUE DATES | PAY DATES |
|---|---|---|---|
| Contract (Pink/Yellow) | 5/01 through 5/31 | June 01 | June 30 |
| Contract (Pink/Yellow) | 6/01 through 6/30 | July 01 | July 15 |
| Hourly/Substitute (White) | 5/20 through 6/18 | June 18 | July 09 |
| Hourly/Substitute (White) | 6/20 through 6/30 | July 01 | July 15 |

| CERTIFICATED TIME CARDS | PERIOD WORKED | DUE DATES | PAY DATES |
|---|---|---|---|
| Contract (Blue/Salmon) | 5/11 through 6/10 | June 11 | July 01 |
| Contract (Blue/Salmon) | 6/11 through 6/30 | July 01 | July 15 |
| Hourly/Substitute (Green) | 5/20 through 6/18 | June 18 | July 09 |
| Hourly/Substitute (Green) | 6/20 through 6/30 | July 01 | July 15 |

**If your work calendar ends prior to the above due dates, please turn in your timecards on your last day of work for the 25/26 Fiscal Year.**

Should you have any questions, please do not hesitate to contact our office.