



**BAKER COUNTY
SCHOOL DISTRICT**
Committed to Excellence

Finance and Support Services

392 South Boulevard East

Macclenny, FL 32063

(904) 259-0449

www.bakerk12.org

Wyatt Milton, Superintendent

**PRESENTED AND APPROVED
IN OPEN BOARD MEETING**

JUNE 2, 2025

MIN BOOK #40

DATE: May 14, 2025
TO: Wyatt Milton, Superintendent
FROM: Teri Ambrose, Executive Director for Support Services
RE: 2025-2026 Updated District Payroll schedule

Please request Board approval of the 2025-2026 updated District payroll schedule.

At the request of the Associate Superintendent for Human Resources, the payroll schedule needed to be adjusted and re-worked to include training days for the 186, 187, 191, & 193 day personnel. The original payroll schedule was approved on April 7, 2025.

If you have any questions, please let me know. Thank you for your assistance in this matter.

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

BAKER COUNTY DISTRICT SCHOOL BOARD

2025-2026 Payroll Calendar		186 Day Personnel	187 Day Personnel	191 Day Personnel	193 Day Personnel	197 Day Personnel	216 Day Personnel	240 Day Personnel	261 Day Personnel	Payroll Cut Off/Due By Close of Business	Payday	For Personnel Groups
Total Checks		25	25	25	25	26	26	26	26			
JUL 1	JUL 9							6	6	JUL 09	JUL 17	261, 240
JUL 10	JUL 23						3	10	10	JUL 23	AUG 01	261, 240, 216
JUL 24	AUG 06	3	3	3	4	5	10	10	10	AUG 07	AUG 15	ALL
AUG 07	AUG 20	8	8	9	10	10	10	10	10	AUG 21	AUG 29	ALL
AUG 21	SEP 03	9	9	9	9	9	9	9	9	SEPT 4	SEP 12	ALL
SEP 04	SEP 17	10	10	10	10	10	10	10	10	SEPT 18	SEP 26	ALL
SEP 18	OCT 01	9	10	10	10	10	10	10	10	OCT 2	OCT 10	ALL
OCT 02	OCT 15	9	9	9	9	10	10	10	10	OCT 16	OCT 24	ALL
OCT 16	OCT 29	10	10	10	10	10	10	10	10	OCT 30	NOV 07	ALL
OCT 30	NOV 12	9	9	9	9	9	9	9	10	NOV 13	NOV 21	ALL
NOV 13	NOV 26	7	7	7	7	7	7	7	10	NOV 21	DEC 05	ALL
NOV 27	DEC 10	8	8	8	8	8	8	8	8	DEC 11	DEC 19	ALL
DEC 11	DEC 24	7	7	7	7	7	7	7	10	DEC 19	JAN 02	ALL
DEC 25	JAN 07	2	2	3	3	3	3	3	4	JAN 8	JAN 16	ALL
JAN 08	JAN 21	9	9	9	9	9	9	9	10	JAN 22	JAN 30	ALL
JAN 22	FEB 04	10	10	10	10	10	10	10	10	FEB 5	FEB 13	ALL
FEB 05	FEB 18	9	9	9	9	9	9	9	10	FEB 19	FEB 27	ALL
FEB 19	MAR 04	10	10	10	10	10	10	10	10	MAR 5	MAR 13	ALL
MAR 05	MAR 18	9	9	9	9	10	10	10	10	MAR 19	MAR 27	ALL
MAR 19	APR 01	10	10	10	10	10	10	10	10	APR 2	APR 10	ALL
APR 02	APR 15	5	5	5	5	5	5	5	8	APR 16	APR 24	ALL
APR 16	APR 29	10	10	10	10	10	10	10	10	APR 30	MAY 08	ALL
APR 30	MAY 13	10	10	10	10	10	10	10	10	MAY 14	MAY 22	ALL
MAY 14	MAY 27	7	7	9	9	9	9	9	9	MAY 28	JUN 04	ALL **
MAY 28	JUN 10					1	10	10	10	JUN 10	JUN 18	261, 240, 216, 197
JUN 11	JUN 30						2	13	14	JUN 18	JUN 29	261, 240, 216
Work Days		180	181	185	187	191	210	234	248	** Jun 4 additional checks		
Holidays		6	6	6	6	6	6	6	13	1 additional check: 216		
Total Days		186	187	191	193	197	216	240	261	3 additional checks: 186, 187, 191, 193, 197		

Paid Holidays (6)					
Labor Day		1-Sep		Christmas Day	
Thanksgiving Day		27-Nov		25-Dec	
				1-Jan	
				M.L. King Jr Day	
				19-Jan	
				Memorial Day	
				25-May	