



**CARROLL  
INDEPENDENT SCHOOL DISTRICT**

**Understanding My Pay as a  
226 Day Employee**

### What is a 226 Day Employee?

- 226 Day Employees work year-round.
  - The Calendar Year begins July 1<sup>st</sup> and ends June 30<sup>th</sup>
    - Attached is the current 226 Day Calendar Year for 2026-2027 (on page 6)

### When is a 226 Day Employee Paid for their work?

- 226 Day Employees Begin work and are generally Paid in that same month.
  - When you begin work at the start of the scheduled calendar year (July 1<sup>st</sup>), your first payroll check is in that same month (on July 22<sup>nd</sup>)
  - Similarly, the last working day (June 30<sup>th</sup>) generally correlates with your last monthly pay (June 22<sup>nd</sup>)
    - Exceptions to this would be someone who starts work late (after 7/1) or resigns early (prior to 6/30)
      - Examples: Work started on July 30<sup>th</sup> would not begin being paid until Aug. 22<sup>nd</sup>. Work ended on June 1<sup>st</sup>, will most likely receive final pay on May 22<sup>nd</sup>

### How is a 226 Day Employee's Annualized Salary Calculated if they are Paid in the same month that they Work?

The process includes the following pieces of information:

- Determine the appropriate daily rate of pay
- Multiply the daily rate of pay by the number of working days per school year\*
- Divide the annualized salary by the number of paychecks (12)\*\*

\* The result is the annualized salary

\*\* The result is the monthly paycheck gross salary (before taxes and other deductions)

Example: 226 Day Professional

- Daily Rate = \$250
- $\$250 \times 226 \text{ days} = \$56,500$  Annualized Salary
- $\$56,500 / 12 \text{ paychecks} = \$4,708.33$  Gross per month (Beginning in July and Ending in June when they work the full 226 calendar year)

## **How do you calculate the 226 Day Annualized Salary for Paraprofessional staff?**

The process includes the following pieces of information:

- Determine the appropriate hourly rate of pay
- Multiply the hourly rate of pay by the number of working hours per day\*
- Multiply the daily rate of pay by the number of working days per school year\*\*
- Divide the annualized salary by the number of paychecks (12)\*\*\*

\* The result is the daily rate of pay

\*\* The result is the annualized salary

\*\*\* The result is the monthly paycheck gross salary (before taxes or other deductions)

Example: 226 Day Secretary

- Hourly Rate = \$15.00
- Daily Rate = (\$15.00 x 7.5 hours) = \$112.50
- \$112.50 x 226 days = \$25,425 Annualized Salary
- \$25,425 / 12 paychecks = \$2,118.75 Gross per month (Beginning in July and Ending in June when they work the full 226 calendar year)

## **When does a 226 Days Employee receive Time Off Days?**

- Time Off Days are received at the beginning of the Calendar Year Worked, in July (or upon your hiring start date)
- For the 26-27 Calendar Year, 226 Days Employees will receive 5 Local days, 5 State days, and 3 Unpaid Vacation Days

## **Why do 226 Days Employees receive Unpaid Vacation Days?**

- 226 Day Employees' Calendars include additional duty days to work that are greyed out (unpaid) at the end of the calendar year. (For the 26-27 School Year, the dates are June 28, 2027 - June 30, 2027)
- The additional unpaid days are entered on the 226 Days Employee's Time Off portal in Skyward as Unpaid Vacation Days.
- The Unpaid Vacation Days are awarded at the beginning of each calendar year (in July), or upon hiring start date.
- Since the Unpaid days are added at the End of the Calendar Year (in June), when a 226 Day Employee separates from Carroll ISD prior to June 30<sup>th</sup>, the Unpaid Vacation Days are eliminated. (Because they have effectively not been worked)

### **Are Unpaid Vacation Days Paid Out?**

- No, Unpaid Vacation Days are not paid out, they are Unpaid Days.
- Unpaid Vacation Days are subject to working through the end of the Calendar Year (June 30<sup>th</sup>)

### **When do I need to use my Unpaid Vacation Days By?**

- Unpaid Vacation Days should be used by the end of the 18<sup>th</sup> month from which they were accumulated. Example: the 3 Unpaid Vacation Days Allocated on July 1<sup>st</sup>, 2026, should be used by the last working day of December 2027.

### **How is a payoff amount calculated when I separate from Carroll ISD?**

- When you fulfill your days to the end of the Calendar Year (June 30<sup>th</sup>) you receive your last regular payroll in June (on June 22<sup>nd</sup>). No paycheck will be received in July because 226 Days Employees are Paid in the same month that they Work.
- If your resignation/termination date is prior to June 30<sup>th</sup>, the number of days worked (from July 1<sup>st</sup> to the last working day) are multiplied by your Daily Rate and the total is subtracted from what you've already been paid for the year (beginning pay in July/or when your first payroll check was paid if you were hired later)

Example: 226 Days Employee

- Work Began 7/1/26 and Ended 10/14/26
- 69 Days Worked x \$300 Daily Rate = \$20,700 Total Gross Salary to Pay
- Regular Salary is 226 days x \$300 Daily Rate = \$67,800 Gross per year
- Regular Monthly amount is \$67,800 / 12 = \$5,650 Gross
- Amount Owed Minus the Amount Paid is the Payoff Amount  
\$20,700 Amount Owed - \$16,950 Amount Paid (\$5,650 x 3 months for July, Aug., and Sep.) = \$3,750 Payoff Amount to be paid in October
  - Note the Payoff Amount is in the Same Month as last working day, and is *less* than the Regular Monthly paid amount (\$1,900 less)

### **What happens if I am overpaid on my last payroll check from Carroll ISD?**

- This can happen if HR/Payroll are not notified in sufficient time of your resignation/termination. All efforts should be made by the employee and their supervisor to notify Human Resources ASAP of any upcoming and/or immediate resignations/terminations.
- You will be notified by the Finance Office of the amount owed to Carroll ISD.

### **What Happens to my Used Unpaid Vacation Days if I Resign Prior to June 30<sup>th</sup>?**

- The Unpaid Vacation Days are eliminated, and the Days that you used are converted to Comp Time off (if applicable)/Personal Time Off. If all Time Off has been exhausted, the Days Used will be Docked on your Final Payroll Check.

### **In What Order Should Time Off be Used?**

- Comp Time first (if applicable)
- Unpaid Vacation Days
- Personal Time Off (local, and then state)

### **What is the Difference between Local and State Days?**

- Any Local Days remaining when you separate from Carroll ISD, remain attached to your Personal Time Off, and therefore are available should you return to the district at a later date.
- Any State Days remaining when you separate from Carroll ISD may be transferred to another Texas Public School on your Service Record.

**July 2026**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

**August 2026**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**September 2026**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |
|    |    |    |    |    |    |    |

**October 2026**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|    |    |    |    |    |    |    |

**November 2026**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |
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**December 2026**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |
|    |    |    |    |    |    |    |

**226 Days**

Jul 06 HOLIDAY  
Jul 07 HOLIDAY  
Jul 08 HOLIDAY  
Jul 09 HOLIDAY  
Jul 10 HOLIDAY  
Aug 03 PD DAY  
Aug 04 PD DAY  
Aug 05 PD DAY  
Aug 06 PD DAY  
Aug 07 TWD  
Aug 10 PD DAY  
Sep 07 HOLIDAY  
Oct 12 HOLIDAY  
Nov 23 HOLIDAY  
Nov 24 HOLIDAY  
Nov 25 HOLIDAY  
Nov 26 HOLIDAY  
Nov 27 HOLIDAY  
Dec 21 HOLIDAY  
Dec 22 HOLIDAY  
Dec 23 HOLIDAY  
Dec 24 HOLIDAY  
Dec 25 CHRISTMAS  
Dec 28 HOLIDAY  
Dec 29 HOLIDAY  
Dec 30 HOLIDAY  
Dec 31 HOLIDAY  
Jan 01 HOLIDAY  
Jan 18 HOLIDAY  
Feb 15 HOLIDAY  
Mar 12 HOLIDAY  
Mar 15 HOLIDAY  
Mar 16 HOLIDAY  
Mar 17 HOLIDAY  
Mar 18 HOLIDAY  
Mar 19 HOLIDAY  
Mar 29 HOLIDAY  
May 31 HOLIDAY  
Jun 28 Vacation Day  
Jun 29 Vacation Day  
Jun 30 Vacation Day

**January 2027**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

**February 2027**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |
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**March 2027**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |
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**April 2027**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |
|    |    |    |    |    |    |    |

**May 2027**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**June 2027**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |
|    |    |    |    |    |    |    |