



Medford Public Schools

489 Winthrop Street, Medford, Massachusetts 02155

Dr. Suzanne B. Galusi, Superintendent

To: All Staff

From: Dr. Suzanne B. Galusi

Date: Updated on June 29, 2026

Re: FY 27 Payroll Calendar

Please see the memo below for information regarding payroll disbursements day for FY27. This year's pay disbursement calendar will vary across different units. Please see the schedule below pertaining to your unit, and reach out to the Finance Office with any questions.

12 Month Bi-Weekly Salary Schedule

Units: *MESA, 12 Month Administrators, 12-Month Non-Unit, Individual Contracts, Cafeteria, Substitutes*

July: 2, 16 & 30**	January: 14 & 28
August: 13 & 27	February: 11 & 25
September: 10 & 24	March: 11 & 25
October: 8 & 22	April: 8 & 22
November: 5 & 19	May: 6 & 20
December: 3, 17 & 31**	June: 3 & 17

** Denotes a "health holiday" for benefit-eligible employees (no deduction).

10 Month Bi-Weekly Salary Schedule

Units: *MTA, Paraprofessionals, Nurses, Kids Corner, Security, 10 Month Administrators, Non-Unit 10 Month Employees*

September: 3 & 17	February: 4 & 18
October: 1, 15, & 29**	March: 4 & 18
November: 12 & 26	April: 1, 15, & 29**
December: 10 & 24	May: 13 & 27
January: 7 & 21	June: 10 & 23

The end of the school year "lump sum" check is received on the last day of school, which is tentatively scheduled for June 23, 2027 (subject to changes of school calendar).

** Denotes a "health holiday" for benefit-eligible employees (no deduction).

12 Month Weekly Salary Schedule

Units: *Custodians & Carpenters*

The 12-month salary schedule will begin Thursday, July 3, and will be distributed weekly on Thursdays throughout the Fiscal Year.

If you have any questions, please contact the MPS Finance Office.

Medford Educational Secretaries Association / Business Office School Vacation Schedule

December 2026		February 2027		April 2027	
Mon 12/28	CLOSED	Mon 2/15	CLOSED	Mon 4/19	CLOSED
Tues 12/29	OPEN	Tues 2/16	OPEN	Tues 4/20	OPEN
Wed 12/30	OPEN	Wed 2/17	OPEN	Wed 4/21	OPEN
Thur 12/31	CLOSED	Thur 2/18	CLOSED	Thur 4/22	CLOSED
Fri 1/1	CLOSED	Fri 2/19	CLOSED	Fri 4/23	CLOSED

Schedule subject to change based on directive from their immediate supervisor. Unit employees are expected to work two days during school vacation weeks. If they are unable to report to work on the days specified, they should use their personal/vacation time and document it in Frontline appropriately.

An earlier version of this memo was shared with staff saying that 2026 is a Leap Year and 12 month employees received health holidays on the fifth Thursday of every month. Both of those have been removed from this updated memo.