

2024-2025

Twelve Month Employees

Payroll Period		MUST be in	Checks	Number of Days Worked	
From	Thru	C/O by 9:00 AM	Go Out	12 Month-PT 07, 07A, 37P & 37	Elected Off PT08
07.01.24	07.15.24	07.08.24	07.15.24	11	15
07.16.24	07.31.24	07.16.24	07.31.24	12	16
08.01.24	08.15.24	08.05.24	08.15.24	11	15
08.16.24	08.31.24	08.16.24	08.30.24	11	16
09.01.24	09.15.24	09.05.24	09.13.24	10	15
09.16.24	09.30.24	09.19.24	09.30.24	11	15
10.01.24	10.15.24	10.04.24	10.15.24	11	15
10.16.24	10.31.24	10.18.24	10.31.24	12	16
11.01.24	11.15.24	11.04.24	11.15.24	11	15
11.16.24	11.30.24	11.18.24	11.22.24	10	15
12.01.24	12.15.24	12.03.24	12.13.24	10	15
12.16.24	12.31.24	12.16.24	12.20.24	12	16
01.01.25	01.15.25	01.08.25	01.15.25	11	15
01.16.25	01.31.25	01.17.25	01.31.25	12	16
02.01.25	02.15.25	02.04.25	02.14.25	10	15
02.16.25	02.28.25	02.18.25	02.28.25	10	13
03.01.25	03.15.25	03.04.25	03.14.25	10	15
03.16.25	03.31.25	03.18.25	03.31.25	11	16
04.01.25	04.15.25	04.04.25	04.15.25	11	15
04.16.25	04.30.25	04.21.25	04.30.25	11	15
05.01.25	05.15.25	05.05.25	05.15.25	11	15
05.16.25	05.31.25	05.16.25	05.30.25	11	16
06.01.25	06.15.25	06.03.25	06.12.25	10	15
06.16.25	06.30.25	06.17.25	06.30.25	11	15
Total Days for Position				261	365

BOARD APPROVED:

Paid Holidays

07.04.24	Independence Day
09.02.24	Labor Day
11/28,29/24	Thanksgiving
12/25,26/24	Christmas
01.01.25	New Years
02.17.25	President's Day
04.18.25	Good Friday

Office Closed

Friday/Office Closed	7/5,12,19,26/2024
Veteran's Day	11.11.24
Thanksgiving	11.27.24
Winter Break	12.23,24,27,30,31,2024
Winter Break	01/2,3/25
MLK Day	01.20.25
Memorial Day	05.26.25
Friday/Office Closed	06/6,13,20,27/2025

NOTICE: the payroll due dates are subject to change!

2024-2025 SUPPORT STAFF

Payroll		Period	MUST Be In Co. Office	Checks	L/R Mgrs. & Assts.	L/R Workers	BUS DR/AIDES	10 Month Custodian	10 Month Secretary	Aides & Clerks	11 Month Secretary	11 Month Sub Coord
From	Thru	Go Out										
07.01.24	07.15.24	08.05.24	07.31.24					3			7	11
07.16.24	07.31.24	08.16.24	08.15.24	11	7	6		11	10	7	11	11
08.16.24	08.31.24	09.05.24	09.13.24	11	11	11		11	11	11	11	11
09.01.24	09.15.24	09.19.24	09.30.24	10	10	10		10	10	10	10	10
09.16.24	09.30.24	10.04.24	10.15.24	11	11	11		11	11	11	11	11
10.01.24	10.15.24	10.18.24	10.31.24	11	9	9		11	11	10	11	9
10.16.24	10.31.24	11.04.24	11.15.24	12	12	12		12	12	12	12	12
11.01.24	11.15.24	11.18.24	11.22.24	10	10	10		10	10	10	10	10
11.16.24	11.30.24	12.03.24	12.13.24	6	6	6		6	6	6	6	6
12.01.24	12.15.24	12.16.24	12.20.24	10	10	10		10	10	10	10	10
12.16.24	12.31.24	01.08.25	01.15.25	6	6	6		6	6	6	6	6
01.01.25	01.15.25	01.17.25	01.31.25	9	9	7		9	9	7	9	7
01.16.25	01.31.25	02.04.25	02.14.25	11	11	11		11	11	11	11	11
02.01.25	02.15.25	02.18.25	02.28.25	10	10	10		10	10	10	10	10
02.16.25	02.28.25	03.04.25	03.14.25	10	10	10		10	10	10	10	10
03.01.25	03.15.25	03.18.25	03.31.25	10	10	10		10	10	10	10	10
03.16.25	03.31.25	04.04.25	04.15.25	9	8	8		9	9	9	9	8
04.01.25	04.15.25	04.21.25	04.30.25	9	9	9		9	9	9	9	9
04.16.25	04.30.25	05.05.25	05.15.25	9	9	9		9	9	9	9	9
05.01.25	05.15.25	05.16.25	05.30.25	11	11	11		11	11	11	11	11
05.16.25	05.31.25	06.03.25	06.12.25	10	10	10		10	10	10	10	10
06.01.25	06.30.25	06.27.25	06.30.25	1				11	1	1	13	8
4N1/Timesheets				06.19.25								

TOTAL DAYS FOR THE POSITION

Paid Holidays		First Day of Work	Last Day of Work	Workdays
09.02.24	Labor Day	08.01.2024	08.07.2024	06.02.2025
11.28.24	Thanksgiving	08.01.2024	08.07.2024	05.30.2025
12.25.24	Christmas Day	08.01.2024	08.07.2024	05.30.2025
01.01.25	New Year's Day	08.01.2024	08.07.2024	06.19.2025
02.17.25	President's Day	08.01.2024	08.07.2024	06.02.25
04.18.25	Good Friday	08.01.2024	08.07.2024	06.01.2025

TOTAL WORKDAYS

197	189	186	210	196	190	216	210
14	6	3	27	13	7	33	27

2024-2025

Payroll Period				Pay Types 10,11,30, 31		12, 32	05PK, 25PK
From	Thru	MUST Be in Co. Office-9:00 AM	Checks Go Out	Regular Calendar	10 Month	11 Month	Prek Lead
07.16.2024	07.31.2024	08.05.2024	08.15.2024		10	7	10
08.02.2024	08.15.2024	08.16.2024	08.23.2024		11	11	11
08.16.2024	08.31.2024	09.05.2024	09.13.2024		11	11	11
09.01.2024	09.15.2024	09.19.2024	09.30.2024		10	10	10
09.16.2024	09.30.2024	10.04.2024	10.15.2024		11	11	11
10.01.2024	10.15.2024	10.18.2024	10.31.2024		11	11	11
10.16.2024	10.31.2024	11.04.2024	11.15.2024		12	12	12
11.01.2024	11.15.2024	11.18.2024	11.22.2024		10	10	10
11.16.2024	11.30.2024	12.03.2024	12.13.2024		6	6	6
12.01.2024	12.15.2024	12.16.2024	12.20.2024		10	10	10
12.16.2024	12.31.2024	01.08.2025	01.15.2025		6	6	6
01.01.2025	01.15.2025	01.17.2025	01.31.2025		9	9	9
01.16.2025	01.31.2025	02.04.2025	02.14.2025		11	11	11
02.01.2025	02.15.2025	02.18.2025	02.28.2025		10	10	10
02.16.2025	02.29.2025	03.04.2025	03.14.2025		10	10	10
03.01.2025	03.15.2025	03.18.2025	03.31.2025		10	10	10
03.16.2025	03.31.2025	04.04.2025	04.15.2025		9	9	9
04.01.2025	04.15.2025	04.21.2025	04.30.2025		9	9	9
04.16.2025	04.30.2025	05.05.2025	05.15.2025		9	9	9
05.01.2025	05.15.2025	05.16.2025	05.30.2025		11	11	11
05.16.2025	06.02.2025	06.03.2025	06.12.2025		11	10	11
4 in 1 Check/Time Cards							
*****11 Month Employees***							
06.01.2025	06.23.2025	06.17.2025	06.30.2025			13	
Total Days for Position					196	216	196

BOARD APPROVED:

Paid Holidays (6)	
September 2, 2024	Labor Day
November 28, 2024	Thanksgiving
December 25, 2024	Christmas
January 1, 2025	New Year's Day
February 17, 2025	President's Day
April 18, 2025	Good Friday

10 MONTH EMPLOYEE WORKDAYS AND PROFESSIONAL DEVELOPMENT DAYS (13)	
August 2, 2024	March 19, 2025
August 5, 6, 7, 8, 9, 2024	June 2, 2025
October 14, 15, 2024	
January 6, 7, 8, 2025	

11 MONTH EMPLOYEE WORKDAYS (33)	
July 22, 23, 24, 25, 2024	July 29, 30, 31, 2024
August 1, 2, 2024	August 5, 6, 7, 8, 9, 2024
October 14, 2024	October 15, 2024
January 6, 7, 8, 2025	March 19, 2025
June 2, 3, 4, 5, 2025	June 9, 10, 11, 12, 2025
June 16, 17, 18, 19, 2025	June 23, 2025
NOTE: ** 7.50 Hour Workdays	