Employed 12 months

| July |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | M | T | W | T | F |
|  | 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 |  |  |  |
|  |  |  |  |  |  |  |



| September |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | T | F | S |
| 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 |  |  |  |  |  |
|  |  |  |  |  |  |  |



Holidays/Required Leave

- July 4 - Independence Day
- September 2 - Labor Day

November 27 Leave Required

- November 28 Thanksgiving Day
- November 29 Thanksgiving Holiday
- December 20 Christmas Holiday
- December 23 Christmas Holiday
- December 24 Christmas Eve
- December 25 Christmas Day December 26 Leave Required December 27 Leave Required December 30 Leave Required
- December 31 Christmas Holiday
- January 1 New Year's Day
- April 18 Good Friday
- May 26 Memorial Day
- June 19 Juneteenth


## 13 Holidays

4 Required Leave

The number of days worked in the calendar may be revised or reduced due to changes made to the student's calendar

## 2024-2025 Pay Schedule <br> Administrators <br> Employed 12 months

Reporting Period

Jun 17 - Jul 21
Jul 22 - Aug 4
Aug 5 - Sept 4
Sept 5 - Oct 2
Oct 3 - Nov 6
Nov 7 - Dec 4
Dec 5 - Jan 8
Jan 9 - Feb 5
Feb 6 - Mar 5
Mar 6 - Apr 2
Apr 3 - May 7
May 8 - Jun 14
*Insurance Deducted

Time Sheets Due
To Payroll

Pay Day

Jul 31
*Aug 30
*Sept 30
*Oct 31
*Nov 27
*Dec 31
*Jan 31
*Feb 28
*Mar 31
*Apr 30
*May 30
Jun 30

