

PAYROLL CALENDAR

2024 - 2025



Ellen Harper, Director of Business Services

Nassau County School District

1201 Atlantic Avenue

Fernandina Beach, FL 32034

**Nassau County School District
2024-2025 Calendar**

JULY				
Mo	Tu	We	Th	Fr
1	2	3	C	C
8	9	10	11	C
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14*	15	16
19	20	21*	22	23
26	27	28*	29	30

SEPTEMBER				
Mo	Tu	We	Th	Fr
C	3	4*	5	6
9	10	11*	12	13
16	17	18	19	20
23	24	25*	26	27
30				

OCTOBER				
Mo	Tu	We	Th	Fr
	1	2*	3	4
7	8	9*	10	11
14	15	16*	17	18
21	22	23*	24	25
28	29	30*	31	

Q1 = 44 Days

NOVEMBER				
Mo	Tu	We	Th	Fr
				1
4	5	6*	7	8
11	12	13*	14	15
18	19	20*	21	22
25	26	27	C	C

DECEMBER				
Mo	Tu	We	Th	Fr
2	3	4*	5	6
9	10	11*	12	13
16	17	18*	19	20
C	C	C	C	C
C	C			

Q2 = 43 Days, S1 = 87 Days

JANUARY				
Mo	Tu	We	Th	Fr
		C	2	3
6	7	8*	9	10
13	14	15*	16	17
20	21	22*	23	24
27	28	29*	30	31

FEBRUARY				
Mo	Tu	We	Th	Fr
3	4	5*	6	7
10	11	12*	13	14
17	18	19*	20	21
24	25	26*	27	28

MARCH				
Mo	Tu	We	Th	Fr
3	4	5*	6	7
10	11	12*	13	14
17	18	19	C	C
24	25	26*	27	28
31				

Q3 = 47 Days

APRIL				
Mo	Tu	We	Th	Fr
	1	2*	3	4
7	8	9*	10	11
14	15	16*	17	18
21	22	23	24	25
28	29	30*		

MAY				
Mo	Tu	We	Th	Fr
			1	2
5	6	7*	8	9
12	13	14*	15	16
19	20	21*	22	23
C	27	28*	29	30

Q4 = 46 Days, S2 = 93 Days

JUNE				
Mo	Tu	We	Th	Fr
2	3	4	5	C
9	10	11	12	C
16	17	18	19	C
23	24	25	26	C
30				

 Classes Resume

 Teacher Planning Day

 School Holiday

 End of Grading Period

 Staff Development Day

* Early Dismissal

 Half Day for Students

C Schools/District Office Closed

PAYROLL PROCEDURES FOR 2024-2025

GENERAL PROVISIONS

The payroll calendar is used for reporting purposes only. Most employees are paid 1/24 of their annual contract each reporting period. Human Resources and Payroll need to be informed immediately when someone terminates or is out on unpaid leave. It is very important that this is done as soon as you are made aware of the employee's intent. **DO NOT WAIT FOR THE PAY PERIOD THEIR END DATE IS IN - NOTIFY US IMMEDIATELY!**

Employees with contracts will receive a regular paycheck each pay day, unless they receive extra pay, are docked, or are inactivated.

Hourly, Temporary, Long-term Substitutes, and Teacher's without Certificates working at your school must be reported on your worksheet. These employees DO NOT automatically receive a check. Their hours must be REPORTED on a worksheet, for them to be paid.

A designated school employee will pick up on-island paychecks in the payroll office. If the need arises for someone other than that designated employee to pick up the checks, arrangements may be made by written authorization. Delivery of off-island paychecks will be made by courier.

PAYROLL PERIODS

The attached payroll calendars provide the payroll period dates. Worksheets, Time Off Transaction reports, and Sub-Tracking reports should all be signed by the Principal or Director, or their designee, and submitted according to the Payroll Due Dates. **ALL BACK-UP DOCUMENTATION FOR THESE REPORTS SHOULD BE KEPT AT THE SCHOOL/CENTER IN CASE THE AUDITORS WANT IT FOR REVIEW.**

Payrolls are due in the Finance Dept. by **4:00 p.m. on the date indicated**. IT IS THE CENTER'S/SCHOOL'S RESPONSIBILITY, NOT THE COURIER'S, TO ENSURE THE PAYROLL IS DELIVERED ON TIME.

INSTRUCTIONS FOR COMPLETING WORKSHEETS

1. Make sure your ACA Date Range at the top of your Payroll Worksheet is the same as the payroll reporting dates. If not, change them.

HR\PA\CP\PWAPW - 2070 - Payroll Worksheet MISC. PAY - Employee Key Sequence

Selection Parameters: No selection parameters chosen ACA Date Range: 02/02/2018 to: 02/15/2018 Edit

Worksheet Entries

* +	Name Key	Employee Name	Pay Code	Account Number	Pay Rate

* = record has been imported into payroll.
+ = record has been verified.

Lookup: []

Worksheet Totals: Pay: 0.00 Factor/Hours: 0.00 Retire Hours: 0.00 ACA Hours: 0.00

Employee: [] Info Time Off Hours Per Day: 0.0000

Employee Type: [] Building: [] Check Location: []

Updateable Information

Pay Record: [] Pay Code: []

Account Number: [] Edit Job Code: []

Pay Rate: 0.0000 Factor/Hours: 0.00 Retire Hours: 0.00 Total Pay: 0.00

ACA Factor: 0.0000 ACA Hours: 0.00

Record Verified []

Select to change ACA Date range values. SkyDoc

Pay Rate
Factor/Hours

2. Worksheets must be signed by the **Principal or Department Head, or their designee**. All time should be reported in hours.
 - a. When reporting an employee for any hours you must have an **HOURLY PAY RATE** and **FACTOR HOURS**, or they will not be paid.
 - b. ACA hours and Retire hours are no longer required. If they automatically populate, change them to zero hours.
 - c. If you are docking someone you must report the factor hours as a **negative** amount (i.e., -7.00).
3. Overtime should be reported in hours on an EXPAY (Extra Pay) Code (for under 40 hours) and OTPAY Code (for over 40 hours). **Documentation for overtime should be kept at the school/center in case the Auditors want to review it.**

4. IT IS VERY IMPORTANT THAT YOU MAKE SURE THAT THE CORRECT CODING IS USED TO PAY ANYONE OVER AND ABOVE THEIR REGULAR PAY.

- a. Internal check coding **1100 E 5100 7500 9008 9009 00000** is used when someone is being paid from internal school funds, or from an outside vendor. When this coding is used, you must submit a check for the amount the employee is being paid, plus benefits. Each year the benefit rate could increase. Payroll will notify you of the new rate at the beginning of each fiscal year.**
- b. When paying by an employee by an internal school check, write the check number on the worksheet next to the corresponding employee's name.**
- c. If an outside vendor is paying the employee, write Vendor and the check number by the corresponding employee's name.**

ABSENCES/LEAVES

Employees must input their leave request in Skyward using Employee Access. After the request has been input, it will go through the approval process. If an employee has no available leave to use, they must enter their leave request as unpaid. Below is a breakdown of types of leave and how they should be used:

- A. SICK - Illness of self or family members.**
- B. ANNUAL - Hours for those employed twelve (12) months, in the amount entitled.**
- C. PAID HOLIDAYS – Hours for those employed twelve (12) months, in the amount entitled. Leave required days are no longer needed to cover Christmas break, but Principal's and Administrator's receive hours they can use throughout the year.**
- D. PERSONAL- Hours used for time off other than categories listed in A-C above. These hours are deducted from the employee's sick leave balance, **if available**, not to exceed **6 days per year**. **If there is no Sick Leave available, there is no Personal Leave available.****
- E. SICK BANK - Use ONLY if the employee is a member of, and has been approved to receive time from, the Sick Bank. Employees will not have Sick Bank as an option to enter their time off. If they are approved to use the Sick Bank, the secretary should contact the Payroll Dept. for assistance in processing the time off.**
- F. UNPAID – Should be used when the employee does not have leave to use. Be sure to dock the employee for any hours showing unpaid on the Time Off Transactions report each pay period.**

- G. **ASSIGNED DUTY ELSEWHERE AND PROFESSIONAL LEAVE** - Paid duty days when assigned elsewhere. When paying a sub for this, you will submit a blue other comp form to the department paying for the sub, so that sub can be added to that department's worksheet. If the sub is to be paid from the employee's contract coding, the sub can be entered into Sub-Tracking.
- H. **JURY DUTY** - An employee that has been called for Jury Duty will input the time off as Temporary Duty, and must submit a Jury Duty Certificate of Attendance, not the Summons, to their school/center's secretary. When asked if they want to be compensated for service, they should say **NO**. If they do receive compensation, they need to turn in a copy of the check and that amount will be deducted from their regular pay. Travel or per diem (food) is excluded from this requirement. If the employee fails to provide the attendance documentation, the leave will be changed to Personal Leave. If they do not have Personal Leave available, they will be docked.
- I. **EXTRA PAY** - For employees whose contract time is less than 40 hours per week (example: bus drivers work 25 hours per week) or are being paid for extra work they do beyond their normal contract duties.
- J. **OVERTIME** – For reporting hours worked beyond 40 hours per week, between Monday through Sunday, at the time and a half pay rate.
- K. **BEREAVEMENT PAY** – Per both Union contracts, employees are entitled to up to two (2) days of bereavement leave per year. The employee must submit a written request to the Human Resources Director to use the days. The employee will enter the day(s) off for bereavement, in their Time Off Transactions, as sick day(s). Upon receipt of approval from Human Resources, the Payroll Department will update the employee's Time Off Transactions to reflect bereavement.
- L. **SUBSTITUTES** -
Report substitute's pay in Sub-Tracking, except for the following, which should be reported on a worksheet: long-term subs, subs for long-term subs, teachers without certificates, subs for vacancies, para's getting 8UP pay, or any sub being paid by a vendor check or internal check.
When paying Para's, as substitute teachers, use the 8UPXP pay record. Make sure the coding matches the Teacher's coding, for whom they are subbing, and use **7500** as the Object code instead of **1200**. Documentation for this pay should be kept at the school/center in case the Auditors want to review.

When submitting an internal check or vendor check, the coding should be:

1100 E 5100 7500 9008 90090 00000

The check should include total pay, plus benefits.

2024-2025 Paid Holidays & Non-Working Days

<i>Holidays & Non-Working Days</i>		<i>10 Month Instructional SRO'S OT/PT'S LPN'S</i>	<i>Elementary Guidance & Dean of Students</i>	<i>Secondary Guidance & 11 Mo Inst</i>	<i>Paras, Bus Drivers, Bus Aides, RN'S & LPN'S (Med Fragile)</i>	<i>Food Service</i>	<i>Assistant Principals</i>	<i>Less Than 12 Month Secretaries</i>	<i>Less Than 12 Month Data Entry</i>	<i>12 Month Personnel</i>
First Day of Work		8/2/2024	7/24/2024	7/16/2024	8/12/2024	8/7/2024	7/25/2024	7/15/2024	7/17/2024	7/1/2024
Last Day of Work		5/30/2025 ¹	6/4/2025 ¹	6/11/2025 ¹	5/28/2025	5/29/2025 ³	6/3/2025 ²	6/12/2025 ⁴	6/12/2025 ²	6/30/2025 ⁵
7/4	Fourth of July									PH
8/2	Planning Day	W	W	W			W	W	W	W
8/5	Planning Day	W	W	W			W	W	W	W
8/6	Planning /Staff	W	W	W			W	W	W	W
8/7	Planning Day	W	W	W		W	W	W	W	W
8/8	Planning Day	W	W	W		W	W	W	W	W
8/9	Staff Development	W	W	W		W	W	W	W	W
9/2	Labor Day	PH	PH	PH	PH	PH	PH	PH	PH	PH
10/4	Planning Day	W	W	W	NW	W	W	W	W	W
11/11	Veterans Day	NW	NW	NW	NW	NW	NW	W	NW	W
11/25	Thanksgiving Break	NW	NW	NW	NW	NW	W	NW	NW	W
11/26	Thanksgiving Break	NW	NW	NW	NW	NW	W	NW	NW	W
11/27	Thanksgiving Break	NW	NW	NW	NW	NW	NW	NW	NW	W
11/28	Thanksgiving Day	PH	PH	PH	PH	PH	PH	PH	PH	PH
11/29	Thanksgiving Break	PH	PH	PH	PH	PH	PH	PH	PH	PH
12/23	Christmas Break	NW	NW	NW	NW	NW	PH	NW	NW	PL
12/24	Christmas Break	NW	NW	NW	PH	PH	PH	PH	PH	PH
12/25	Christmas Break	PH	PH	PH	PH	PH	PH	PH	PH	PH
12/26	Christmas Break	NW	NW	NW	NW	NW	PH	NW	NW	PL
12/27	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	PL
12/30	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	PL
12/31	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	NW
1/1	New Years	PH	PH	PH	PH	PH	PH	PH	PH	PH
1/2	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	W
1/3	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	W
1/6	Planning Day	W	W	W	NW	W	W	W	W	W
1/20	Martin Luther King Day	NW	NW	NW	NW	NW	NW	NW	NW	W
2/17	President Day	NW	NW	NW	NW	NW	NW	NW	NW	W
3/17	Spring Break	NW	NW	NW	NW	NW	PH	W	NW	W
3/18	Spring Break	NW	NW	NW	NW	NW	PH	W	NW	W
3/19	Spring Break	NW	NW	NW	NW	NW	PH	NW	NW	W
3/20	Spring Break	NW	NW	NW	PH	PH	PH	PH	PH	PH
3/21	Spring Break	NW	NW	NW	PH	PH	PH	PH	PH	PH
3/24	Planning Day	W	W	W	NW	NW	W	W	W	W
5/26	Memorial Day	NW	NW	NW	NW	NW	NW	NW	NW	W
5/29	Planning Day	W	W	W			W	W	W	W
5/30	Planning Day	W	W	W			W	W	W	W
Paid Holidays		5	5	5	8	8	13	8	8	9
Workdays		191	201	211	180	186	201	216	211	251
TOTAL		196	206	216	188	194	214	224	219	260

W - Regular Work Day

PH - Paid Holiday

NW - Non-Working Day

LR - Leave Required

PL - Paid Leave

¹ All days for 10 & 11 Month Instructional, Elementary Guidance, Secondary Guidance, Dean of Students, SRO'S, OT-PT'S Include Assistants & RN - LPN'S are 7.5 hours.

² All days for APs and Less Than 12 Month Data Entry are 8 hours.

³ Food Service Managers will be notified of the days of inservice before the start of the school year.

⁴ ALL DAYS ARE 7 HOURS.

⁵ July 1-3, 8-11, 2024 are long days. Week of 5/27/25 - Start of 2025 4-day weeks w/long days. DO closed on Monday 5/26. District Office closed on July 4, 5, 12 (2024) and June 6, 13, 20 & 27 (2025).

12 MONTH

NOTE: The below dates are for leave reporting purposes only. 12 month staff is actually paid up to date. You must IMMEDIATELY report any terminations, leaves of absences or worker's comp. to Human Resources or Payroll staff to ensure employees are not overpaid.

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD							
NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE
24	JULY 1	JULY 8	JULY 15	5	1	6	JULY 8
23	JULY 9	JULY 19	JULY 31	9	0	9	JULY 23
22	JULY 22	AUG. 7	AUG. 15	13	0	13	AUG. 8
21	AUG. 8	AUG. 20	AUG. 30	9	0	9	AUG. 22
20	AUG. 21	SEP. 3	SEPT. 13	9	1	10	SEPT. 5
19	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20
18	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7
17	OCT. 4	OCT. 21	OCT. 31	12	0	12	OCT. 23
16	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5
15	NOV. 4	NOV. 12	NOV. 22	7	0	7	NOV. 14
14	NOV. 13	NOV. 21	DEC. 13	7	0	7	DEC. 2
13	NOV. 22	DEC. 10	DEC. 20	11	2	13	DEC. 12
12	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20
11	DEC. 19	JAN. 21	JAN. 31	20	3	23	JAN. 23
10	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6
9	FEB. 5	FEB. 18	FEB. 28	10	0	10	FEB. 20
8	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6
7	MAR. 5	MAR. 12	MAR. 31	6	0	6	MAR. 14
6	MAR. 13	APR. 3	APR. 15	14	2	16	APR. 7
5	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22
4	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7
3	MAY 6	MAY 20	MAY 30	11	0	11	MAY 22
2	MAY 21	JUNE 2	JUNE 12	9	0	9	JUNE 4
1	JUNE 3	JUNE 30	JUNE 30	20	0	20	JUNE 19
TOTAL				251	9	260	PROJECTED

Send DD on 13th
to open worksheets

Send DD on 11th
to open worksheets

Send DD on 18th
to open worksheets

12 MONTH

2024 - 2025 SCHOOL CALENDAR

July 2024						
Su	M	Tu	W	Th	F	Sa
	F/1	2	3	PH	C	6
7	8	9	10	11	C	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				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 2024						
Su	M	Tu	W	Th	F	Sa
1	PH	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 2024						
Su	M	Tu	W	Th	F	Sa
		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 2024						
Su	M	Tu	W	Th	F	Sa
					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	PH	PH	30

December 2024						
Su	M	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	PL	PH	PH	PL	PL	28
29	PL	NW				

January 2025						
Su	M	Tu	W	Th	F	Sa
			PH	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 2025						
Su	M	Tu	W	Th	F	Sa
						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	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	PH	PH	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		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			

May 2025						
Su	M	Tu	W	Th	F	Sa
				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	C	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	C	7
8	9	10	11	12	C	14
15	16	17	18	19	C	21
22	23	24	25	26	C	28
29	L/30					

PH	Paid Holiday	F/L	First / Last Day	PL	Paid Leave for Christmas Break
NW	Non Worked/Non Paid	C	County Office Closed		Planning Day
					Staff Development

July	4	Fourth of July	Jan	20	Martin Luther King - School Holiday
Sept	2	Labor Day - School Holiday	Feb	17	President's Day - School Holiday
Oct	14	Planning Day	Mar	20-21	Spring Break Holiday
Nov	11	Veteran's Day - School Holiday	May	26	Memorial Day - County Office Closed
Nov	28-29	Thanksgiving Break	May	29-30	Post Planning Days
Dec	23-31	Christmas Break	July 1-3, 8-11, 2024 are Long Days		
Jan	1	New Years	Week of 5/27/25-Start of 2025 Long Day Weeks		
Jan	6	Planning Day			

2024-2025 12 MONTH

JULY 2024				
M	T	W	T	F
1 8.75	2 8.75	3 8.75	4 8.75	5 C
8 8.75	9 8.75	10 8.75	11 8.75	12 C
15 7	16 7	17 7	18 7	19 7
22 7	23 7	24 7	25 7	26 7
29 7	30 7	31 7		
SEPTEMBER 2024				
M	T	W	T	F
2 7	3 7	4 7	5 7	6 7
9 7	10 7	11 7	12 7	13 7
16 7	17 7	18 7	19 7	20 7
23 7	24 7	25 7	26 7	27 7
30 7				
NOVEMBER 2024				
M	T	W	T	F
				1 7
4 7	5 7	6 7	7 7	8 7
11 7	12 7	13 7	14 7	15 7
18 7	19 7	20 7	21 7	22 7
25 7	26 7	27 7	28 7	29 7
JANUARY 2025				
M	T	W	T	F
		1 7	2 7	3 7
6 7	7 7	8 7	9 7	10 7
13 7	14 7	15 7	16 7	17 7
20 7	21 7	22 7	23 7	24 7
27 7	28 7	29 7	30 7	31 7
MARCH 2025				
M	T	W	T	F
3 7	4 7	5 7	6 7	7 7
10 7	11 7	12 7	13 7	14 7
17 7	18 7	19 7	20 7	21 7
24 7	25 7	26 7	27 7	28 7
31 7				
MAY 2025				
M	T	W	T	F
			1 7	2 7
5 7	6 7	7 7	8 7	9 7
12 7	13 7	14 7	15 7	16 7
19 7	20 7	21 7	22 7	23 7
26 C	27 8.75	28 8.75	29 8.75	30 8.75

AUGUST 2024				
M	T	W	T	F
			1	2
			7	7
5	6	7	8	9
7	7	7	7	7
12	13	14	15	16
7	7	7	7	7
19	20	21	22	23
7	7	7	7	7
26	27	28	29	30
7	7	7	7	7
OCTOBER 2024				
M	T	W	T	F
	1	2	3	4
	7	7	7	7
7	8	9	10	11
7	7	7	7	7
14	15	16	17	18
7	7	7	7	7
21	22	23	24	25
7	7	7	7	7
28	29	30	31	
7	7	7	7	
DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
7	7	7	7	7
9	10	11	12	13
7	7	7	7	7
16	17	18	19	20
7	7	7	7	7
23	24	25	26	27
7	7	7	7	7
30	31			
7	NW			
FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
7	7	7	7	7
10	11	12	13	14
7	7	7	7	7
17	18	19	20	21
7	7	7	7	7
24	25	26	27	28
7	7	7	7	7
APRIL 2025				
M	T	W	T	F
	1	2	3	4
	7	7	7	7
7	8	9	10	11
7	7	7	7	7
14	15	16	17	18
7	7	7	7	7
21	22	23	24	25
7	7	7	7	7
28	29	30		
7	7	7		
JUNE 2025				
M	T	W	T	F
2	3	4	5	6
8.75	8.75	8.75	8.75	C
9	10	11	12	13
8.75	8.75	8.75	8.75	C
16	17	18	19	20
8.75	8.75	8.75	8.75	C
21	22	23	24	25
8.75	8.75	8.75	8.75	C
26	27	28	29	
8.75	8.75	8.75	8.75	C

CONTRACT START	07/01/24
CONTRACT END	06/30/25
DAYS IN CONTRACT	260
HOURS/DAY (REG)	7.0

SPECIAL NOTE
If you normally work an 8 hour day under these pay types, your long days are 10 hours.

If you normally work a 7½ hour day under these pay types, your long days are 9 hours 23 minutes.

If you normally work a 7 hour day under these pay types, your long days are 8 hours 45 minutes

PH	Paid Holiday
C	Closed
NW	Not Worked / Non Paid
PL	Paid Leave Required

col 1	+	col 2	=	/	hours	=	days
889		931	=	1820	/	7.0	= 260.00

ASSISTANT PRINCIPALS

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD

NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE	
24	JULY 25	AUG. 7	AUG. 15	10	0	10	AUG. 8	
23	AUG. 8	AUG. 20	AUG. 30	9	0	9	AUG. 22	
22	AUG. 21	SEP. 3	SEPT. 13	9	1	10	SEPT. 5	
21	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20	
20	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7	
19	OCT. 4	OCT. 21	OCT. 31	12	0	12	OCT. 23	
18	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5	Send DD on 13th to open worksheets
17	NOV. 4	NOV. 12	NOV. 22	6	0	6	NOV. 14	
16	NOV. 13	NOV. 21	DEC. 13	7	0	7	DEC. 2	Send DD on 11th to open worksheets
15	NOV. 22	DEC. 10	DEC. 20	10	2	12	DEC. 12	Send DD on 18th to open worksheets
14	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20	
13	DEC. 19	JAN. 21	JAN. 31	13	5	18	JAN. 23	
12	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6	
11	FEB. 5	FEB. 18	FEB. 28	9	0	9	FEB. 20	
10	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6	
9	MAR. 5	MAR. 12	MAR. 31	6	0	6	MAR. 14	
8	MAR. 13	APR. 3	APR. 15	11	5	16	APR. 7	
7	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22	
6	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7	
5	MAY 6	MAY 20	MAY 30	11	0	11	MAY 22	
4	MAY 21	JUNE 3	JUNE 3	9	0	9	MAY 27	PROJECTED
3	SUMMER CHECK		JUNE 3					
2	SUMMER CHECK		JUNE 3					
1	SUMMER CHECK		JUNE 3					
TOTAL				201	13	214		

2024-2025 School Calendar

Jan	6	Planning Day - Working
Jan	20	Martin Luther King - Non Work / Non Paid
Feb	17	President's Day - Non Work / Non Paid
Mar	17-21	Spring Break
Mar	24	Planning Day - Working
May	26	Memorial Day - County Office Closed
May	29-30	Post Planning Days - Working
Jun	3	Last Day

2024-2025 ASSISTANT PRINCIPALS

JULY 2024				
M	T	W	T	F
			25	26
29	30	31	8	8
8	8	8		
SEPTEMBER 2024				
M	T	W	T	F
2	3	4	5	6
8	8	8	8	8
9	10	11	12	13
8	8	8	8	8
16	17	18	19	20
8	8	8	8	8
23	24	25	26	27
8	8	8	8	8
30				
8				
NOVEMBER 2024				
M	T	W	T	F
				1
				8
4	5	6	7	8
8	8	8	8	8
11	12	13	14	15
NW	8	8	8	8
18	19	20	21	22
8	8	8	8	8
25	26	27	28	29
8	8	NW	8	8
JANUARY 2025				
M	T	W	T	F
		1	2	3
		8	NW	NW
6	7	8	9	10
8	8	8	8	8
13	14	15	16	17
8	8	8	8	8
20	21	22	23	24
NW	8	8	8	8
27	28	29	30	31
8	8	8	8	8
MARCH 2025				
M	T	W	T	F
3	4	5	6	7
8	8	8	8	8
10	11	12	13	14
8	8	8	8	8
17	18	19	20	21
8	8	8	8	8
24	25	26	27	28
8	8	8	8	8
31				
8				
MAY 2025				
M	T	W	T	F
			1	2
			8	8
5	6	7	8	9
8	8	8	8	8
12	13	14	15	16
8	8	8	8	8
19	20	21	22	23
8	8	8	8	8
26	27	28	29	30
NW	8	8	8	8

AUGUST 2024				
M	T	W	T	F
			1	2
			8	8
5	6	7	8	9
8	8	8	8	8
12	13	14	15	16
8	8	8	8	8
19	20	21	22	23
8	8	8	8	8
26	27	28	29	30
8	8	8	8	8
OCTOBER 2024				
M	T	W	T	F
	1	2	3	4
	8	8	8	8
7	8	9	10	11
8	8	8	8	8
14	15	16	17	18
8	8	8	8	8
21	22	23	24	25
8	8	8	8	8
28	29	30	31	
8	8	8	8	
DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
8	8	8	8	8
9	10	11	12	13
8	8	8	8	8
16	17	18	19	20
8	8	8	8	8
23	24	25	26	27
8	8	8	8	NW
30	31			
NW	NW			
FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
8	8	8	8	8
10	11	12	13	14
8	8	8	8	8
17	18	19	20	21
NW	8	8	8	8
24	25	26	27	28
8	8	8	8	8
APRIL 2025				
M	T	W	T	F
1	2	3	4	5
8	8	8	8	8
8	9	10	11	12
8	8	8	8	8
15	16	17	18	19
8	8	8	8	8
22	23	24	25	26
8	8	8	8	8
29	30			
8	8			
JUNE 2025				
M	T	W	T	F
2	3			
8	8			

CONTRACT START 07/25/24
CONTRACT END 06/03/25
DAYS IN CONTRACT 214
HOURS/DAY (REG) 8.0
PAID HOLIDAYS 13

PH Paid Holiday
NW Non Worked/Non Paid

col 1 + col 2 = / hours = days

856 856 = 1712 / 8.0 = 214.00

10 MONTH INST / SRO'S & OT/PT'S / RN - LPN

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD							
NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE
24	AUG. 2	AUG. 7	AUG. 15	4	0	4	AUG. 8
23	AUG. 8	AUG. 20	AUG. 30	9	0	9	AUG. 22
22	AUG. 21	SEP. 3	SEPT. 13	9	1	10	SEPT. 5
21	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20
20	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7
19	OCT. 4	OCT. 21	OCT. 31	12	0	12	OCT. 23
18	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5
17	NOV. 4	NOV. 12	NOV. 22	6	0	6	NOV. 14
16	NOV. 13	NOV. 21	DEC. 13	7	0	7	DEC. 2
15	NOV. 22	DEC. 10	DEC. 20	8	2	10	DEC. 12
14	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20
13	DEC. 19	JAN. 21	JAN. 31	13	2	15	JAN. 23
12	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6
11	FEB. 5	FEB. 18	FEB. 28	9	0	9	FEB. 20
10	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6
9	MAR. 5	MAR. 12	MAR. 31	6	0	6	MAR. 14
8	MAR. 13	APR. 3	APR. 15	11	0	11	APR. 7
7	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22
6	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7
5	SUMMER CHECK		MAY 30				
4	SUMMER CHECK		MAY 30				
3	SUMMER CHECK		MAY 30				
2	SUMMER CHECK		MAY 30				
1	MAY 6	MAY 30	JUNE 12	18	0	18	JUN 3
			TOTAL	191	5	196	

Send DD on 13th
to open worksheets

Send DD on 11th
to open worksheets

Send DD on 18th
to open worksheets

NOT PROJECTED

10 MONTH INST / SRO / OT/PT'S & RN LPN

2024 - 2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa

August 2024						
Su	M	Tu	W	Th	F	Sa
					F/2	3
4	P	P	P	P	SD	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	PH	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 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	P	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	15	16
17	18	19	20	21	22	23
24	NW	NW	NW	PH	PH	30

December 2024						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

January 2025						
Su	M	Tu	W	Th	F	Sa
			PH	NW	NW	4
5	P	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	NW	NW	NW	NW	22
23	P	25	26	27	28	29
30	31					

April 2025						
Su	M	T	W	Th	F	Sa
		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			

May 2025						
Su	M	T	W	Th	F	Sa
				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	NW	27	28	P	L/30	31

June 2025						
Su	M	Tu	W	Th	F	Sa

PH
P
NW

Paid Holiday
Planning/Working Day
Non Worked / Non Paid

F/L
SD

First / Last Day & Planning
Staff Development

Aug	2	First Day
Aug	5-9	Planning Days
Sept	2	Labor Day - School Holiday
Oct	14	Planning Day
Nov	11	Veteran's Day - Non Work / Non Paid
Nov	25-29	Thanksgiving Break
Dec	23-31	Christmas Break
Jan	1-3	Christmas Break

Jan	6	Planning Day
Jan	20	Martin Luther King - Non Work / Non Paid
Feb	17	President's Day - Non Work / Non Paid
Mar	17-21	Spring Break
Mar	24	Planning Day
May	26	Memorial Day - County Office Closed
May	29-30	Post Planning Days
May	30	Last Day

2024-2025 10-MONTH INST- SRO'S- OT/PT'S INCL ASSISTANTS

JULY 2024					0.00	AUGUST 2024					7.50
M	T	W	T	F		M	T	W	T	F	
										7.5	
						7.5 ⁵	7.5 ⁶	7.5 ⁷	7.5 ⁸	7.5 ⁹	
						7.5 ¹²	7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	
						7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	7.5 ²²	7.5 ²³	
					0.00	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸	7.5 ²⁹	7.5 ³⁰	37.50
					0.00	7.5	7.5	7.5	7.5	7.5	37.50
SEPTEMBER 2024					37.50	OCTOBER 2024					30.00
M	T	W	T	F		M	T	W	T	F	
7.5 ²	7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶			7.5 ¹	7.5 ²	7.5 ³	7.5 ⁴	
7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³		7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	
7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰		7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	
7.5 ²³	7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷		7.5 ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴	7.5 ²⁵	
7.5 ³⁰					7.50	7.5 ²⁸	7.5 ²⁹	7.5 ³⁰	7.5 ³¹		30.00
NOVEMBER 2024					37.50	DECEMBER 2024					37.50
M	T	W	T	F		M	T	W	T	F	
				7.5 ¹		7.5 ²	7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶	
7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷	7.5 ⁸		7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³	
NW ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵		7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	
7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	7.5 ²²		NW ²³	NW ²⁴	7.5 ²⁵	NW ²⁶	NW ²⁷	7.50
NW ²⁵	NW ²⁶	NW ²⁷	7.5 ²⁸	7.5 ²⁹	15.00	NW ³⁰	NW ³¹				0.00
JANUARY 2025					37.50	FEBRUARY 2025					0.00
M	T	W	T	F		M	T	W	T	F	
		7.5 ¹	NW ²	NW ³							
7.5 ⁶	7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰		7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷	
7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷		7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴	
NW ²⁰	7.5 ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴		NW ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	
7.5 ²⁷	7.5 ²⁸	7.5 ²⁹	7.5 ³⁰	7.5 ³¹	37.50	7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸	37.50
MARCH 2025					37.50	APRIL 2025					22.50
M	T	W	T	F		M	T	W	T	F	
7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷			7.5 ¹	7.5 ²	7.5 ³	7.5 ⁴	
7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴		7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	
NW ¹⁷	NW ¹⁸	NW ¹⁹	NW ²⁰	NW ²¹		7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	
7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸		7.5 ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴	7.5 ²⁵	
7.5 ³¹					7.50	7.5 ²⁸	7.5 ²⁹	7.5 ³⁰			22.50
MAY 2025					30.00	JUNE 2025					0.00
M	T	W	T	F		M	T	W	T	F	
			7.5 ¹	7.5 ²							
7.5 ⁵	7.5 ⁶	7.5 ⁷	7.5 ⁸	7.5 ⁹							
7.5 ¹²	7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶							
7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	7.5 ²²	7.5 ²³							
NW ²⁶	7.5 ²⁷	7.5 ²⁸	7.5 ²⁹	7.5 ³⁰	30.00						0.00

CONTRACT START 08/02/24
CONTRACT END 05/30/25
DAYS IN CONTRACT 196
HOURS/DAY 7.5
PAID HOLIDAYS 5

PH Paid Holiday
NW Non Worked / Non Paid
STAFF DEVELOPMENT

col 1

+

col 2

=

/

hours

=

days

712.5

757.5

=

1470

/

7.5

=

196.00

2024-2025 RN & LPN

JULY 2024				
M	T	W	T	F
SEPTEMBER 2024				
M	T	W	T	F
7 ²	7 ³	7 ⁴	7 ⁵	7 ⁶
7 ⁹	7 ¹⁰	7 ¹¹	7 ¹²	7 ¹³
7 ¹⁶	7 ¹⁷	7 ¹⁸	7 ¹⁹	7 ²⁰
7 ²³	7 ²⁴	7 ²⁵	7 ²⁶	7 ²⁷
7 ³⁰				
NOVEMBER 2024				
M	T	W	T	F
				7 ¹
7 ⁴	7 ⁵	7 ⁶	7 ⁷	7 ⁸
NW ¹¹	7 ¹²	7 ¹³	7 ¹⁴	7 ¹⁵
7 ¹⁸	7 ¹⁹	7 ²⁰	7 ²¹	7 ²²
NW ²⁵	NW ²⁶	NW ²⁷	7 ²⁸	7 ²⁹
JANUARY 2025				
M	T	W	T	F
		7 ¹	NW ²	NW ³
7 ⁶	7 ⁷	7 ⁸	7 ⁹	7 ¹⁰
7 ¹³	7 ¹⁴	7 ¹⁵	7 ¹⁶	7 ¹⁷
NW ²⁰	7 ²¹	7 ²²	7 ²³	7 ²⁴
7 ²⁷	7 ²⁸	7 ²⁹	7 ³⁰	7 ³¹
MARCH 2025				
M	T	W	T	F
7 ³	7 ⁴	7 ⁵	7 ⁶	7 ⁷
7 ¹⁰	7 ¹¹	7 ¹²	7 ¹³	7 ¹⁴
NW ¹⁷	NW ¹⁸	NW ¹⁹	NW ²⁰	NW ²¹
7 ²⁴	7 ²⁵	7 ²⁶	7 ²⁷	7 ²⁸
7 ³¹				
MAY 2025				
M	T	W	T	F
			7 ¹	7 ²
7 ⁵	7 ⁶	7 ⁷	7 ⁸	7 ⁹
7 ¹²	7 ¹³	7 ¹⁴	7 ¹⁵	7 ¹⁶
7 ¹⁹	7 ²⁰	7 ²¹	7 ²²	7 ²³
NW ²⁶	7 ²⁷	7 ²⁸	7 ²⁹	7 ³⁰

0.00
0.00
0.00
0.00
0.00
35.00
35.00
35.00
35.00
7.00
35.00
28.00
35.00
35.00
35.00
14.00
7.00
35.00
35.00
28.00
35.00
35.00
0.00
35.00
35.00
35.00
21.00
14.00
35.00
35.00
35.00
28.00

AUGUST 2024				
M	T	W	T	F
				7 ²
7 ⁵	7 ⁶	7 ⁷	7 ⁸	7 ⁹
7 ¹²	7 ¹³	7 ¹⁴	7 ¹⁵	7 ¹⁶
7 ¹⁹	7 ²⁰	7 ²¹	7 ²²	7 ²³
7 ²⁶	7 ²⁷	7 ²⁸	7 ²⁹	7 ³⁰
OCTOBER 2024				
M	T	W	T	F
	7 ¹	7 ²	7 ³	7 ⁴
7 ⁷	7 ⁸	7 ⁹	7 ¹⁰	7 ¹¹
7 ¹⁴	7 ¹⁵	7 ¹⁶	7 ¹⁷	7 ¹⁸
7 ²¹	7 ²²	7 ²³	7 ²⁴	7 ²⁵
7 ²⁸	7 ²⁹	7 ³⁰	7 ³¹	
DECEMBER 2024				
M	T	W	T	F
7 ²	7 ³	7 ⁴	7 ⁵	7 ⁶
7 ⁹	7 ¹⁰	7 ¹¹	7 ¹²	7 ¹³
7 ¹⁶	7 ¹⁷	7 ¹⁸	7 ¹⁹	7 ²⁰
NW ²³	NW ²⁴	7 ²⁵	NW ²⁶	NW ²⁷
NW ³⁰	NW ³¹			
FEBRUARY 2025				
M	T	W	T	F
7 ³	7 ⁴	7 ⁵	7 ⁶	7 ⁷
7 ¹⁰	7 ¹¹	7 ¹²	7 ¹³	7 ¹⁴
NW ¹⁷	7 ¹⁸	7 ¹⁹	7 ²⁰	7 ²¹
7 ²⁴	7 ²⁵	7 ²⁶	7 ²⁷	7 ²⁸
APRIL 2025				
M	T	W	T	F
	7 ¹	7 ²	7 ³	7 ⁴
7 ⁷	7 ⁸	7 ⁹	7 ¹⁰	7 ¹¹
7 ¹⁴	7 ¹⁵	7 ¹⁶	7 ¹⁷	7 ¹⁸
7 ²¹	7 ²²	7 ²³	7 ²⁴	7 ²⁵
7 ²⁸	7 ²⁹	7 ³⁰		
JUNE 2025				
M	T	W	T	F

7.00
35.00
35.00
35.00
35.00
35.00
28.00
35.00
7.00
0.00
35.00
35.00
28.00
35.00
21.00
0.00
0.00
0.00
0.00
0.00

CONTRACT START 08/02/24
CONTRACT END 05/30/25
DAYS IN CONTRACT 196
HOURS/DAY 7.0
PAID HOLIDAYS 5

PH Paid Holiday
NW Non Worked / Non Paid
STAFF DEVELOPMENT

col 1 + col 2 = / hours = days

665 707 = 1372 / 7.0 = 196.00

ELEMENTARY GUIDANCE / DEAN OF STUDENTS

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD

NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE	
24	JULY 24	AUG. 7	AUG. 15	11	0	11	AUG. 8	
23	AUG. 8	AUG. 20	AUG. 30	9	0	9	AUG. 22	
22	AUG. 21	SEPT. 3	SEPT. 13	9	1	10	SEPT. 5	
21	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20	
20	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7	
19	OCT. 4	OCT. 21	OCT. 31	12	0	12	OCT. 23	
18	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5	Send DD on 13th to open worksheets
17	NOV. 4	NOV. 12	NOV. 22	6	0	6	NOV. 14	
16	NOV. 13	NOV. 21	DEC. 13	7	0	7	DEC. 2	Send DD on 11th to open worksheets
15	NOV. 22	DEC. 10	DEC. 20	8	2	10	DEC. 12	Send DD on 18th to open worksheets
14	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20	
13	DEC. 19	JAN. 21	JAN. 31	13	2	15	JAN. 23	
12	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6	
11	FEB. 5	FEB. 18	FEB. 28	9	0	9	FEB. 20	
10	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6	
9	MAR. 5	MAR. 12	MAR. 31	6	0	6	MAR. 14	
8	MAR. 13	APR. 3	APR. 15	11	0	11	APR. 7	
7	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22	
6	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7	
5	MAY 6	MAY 20	MAY 30	11	0	11	MAY 22	
4	MAY 21	JUNE 4	JUNE 4	10	0	10	MAY 28	PROJECTED
3	SUMMER CHECK		JUNE 4					
2	SUMMER CHECK		JUNE 4					
1	SUMMER CHECK		JUNE 4					
TOTAL				201	5	206		

ELEMENTARY GUIDANCE / DEAN OF STUDENTS

2024 - 2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				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 2024						
Su	M	T	W	Th	F	Sa
1	PH	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 2024						
Su	M	T	W	Th	F	Sa
		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 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	15	16
17	18	19	20	21	22	23
24	NW	NW	NW	PH	PH	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

January 2025						
Su	M	Tu	W	Th	F	Sa
			PH	NW	NW	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		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			

May 2025						
Su	M	Tu	W	Th	F	Sa
				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	NW	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	L/4			



PH
NW



F/L
Planning Day
Staff Development

Jul	24	First Day	Jan	6	Planning Day - Working
Aug	2, 5-9	Planning Days - Working	Jan	20	Martin Luther King - Non Work / Non Paid
Sept	2	Labor Day - School Holiday	Feb	17	President's Day - Non Work / Non Paid
Oct	14	Planning Day - Working	Mar	17-21	Spring Break
Nov	11	Veteran's Day - Non Work / Non Paid	Mar	24	Planning Day - Working
Nov	25-29	Thanksgiving Break	May	26	Memorial Day - County Office Closed
Dec	23-31	Christmas Break	May	29-30	Post Planning Days - Working
Jan	1-3	Christmas Break	June	4	Last Day

2024-2025 ELEMENTARY GUIDANCE / DEAN OF STUDENTS

JULY				
M	T	W	T	F
		24	25	26
		7.5	7.5	7.5
29	30	31		
7.5	7.5	7.5		
SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
7.5	7.5	7.5	7.5	7.5
9	10	11	12	13
7.5	7.5	7.5	7.5	7.5
16	17	18	19	20
7.5	7.5	7.5	7.5	7.5
23	24	25	26	27
7.5	7.5	7.5	7.5	7.5
30				
7.5				
NOVEMBER				
M	T	W	T	F
				1
				7.5
4	5	6	7	8
7.5	7.5	7.5	7.5	7.5
11	12	13	14	15
NW	7.5	7.5	7.5	7.5
18	19	20	21	22
7.5	7.5	7.5	7.5	7.5
25	26	27	28	29
NW	NW	NW	7.5	7.5
JANUARY				
M	T	W	T	F
		1	2	3
		7.5	NW	NW
6	7	8	9	10
7.5	7.5	7.5	7.5	7.5
13	14	15	16	17
7.5	7.5	7.5	7.5	7.5
20	21	22	23	24
NW	7.5	7.5	7.5	7.5
27	28	29	30	31
7.5	7.5	7.5	7.5	7.5
MARCH				
M	T	W	T	F
3	4	5	6	7
7.5	7.5	7.5	7.5	7.5
10	11	12	13	14
7.5	7.5	7.5	7.5	7.5
17	18	19	20	21
NW	NW	NW	NW	NW
24	25	26	27	28
7.5	7.5	7.5	7.5	7.5
31				
7.5				
MAY				
M	T	W	T	F
			1	2
			7.5	7.5
5	6	7	8	9
7.5	7.5	7.5	7.5	7.5
12	13	14	15	16
7.5	7.5	7.5	7.5	7.5
19	20	21	22	23
7.5	7.5	7.5	7.5	7.5
26	27	28	29	30
NW	7.5	7.5	7.5	7.5

AUGUST				
M	T	W	T	F
			¹ 7.5	² 7.5
⁵ 7.5	⁶ 7.5	⁷ 7.5	⁸ 7.5	⁹ 7.5
¹² 7.5	¹³ 7.5	¹⁴ 7.5	¹⁵ 7.5	¹⁶ 7.5
¹⁹ 7.5	²⁰ 7.5	²¹ 7.5	²² 7.5	²³ 7.5
²⁶ 7.5	²⁷ 7.5	²⁸ 7.5	²⁹ 7.5	³⁰ 7.5
OCTOBER				
M	T	W	T	F
	¹ 7.5	² 7.5	³ 7.5	⁴ 7.5
⁷ 7.5	⁸ 7.5	⁹ 7.5	¹⁰ 7.5	¹¹ 7.5
¹⁴ 7.5	¹⁵ 7.5	¹⁶ 7.5	¹⁷ 7.5	¹⁸ 7.5
²¹ 7.5	²² 7.5	²³ 7.5	²⁴ 7.5	²⁵ 7.5
²⁸ 7.5	²⁹ 7.5	³⁰ 7.5	³¹ 7.5	
DECEMBER				
M	T	W	T	F
² 7.5	³ 7.5	⁴ 7.5	⁵ 7.5	⁶ 7.5
⁹ 7.5	¹⁰ 7.5	¹¹ 7.5	¹² 7.5	¹³ 7.5
¹⁶ 7.5	¹⁷ 7.5	¹⁸ 7.5	¹⁹ 7.5	²⁰ 7.5
²³ NW	²⁴ NW	²⁵ 7.5	²⁶ NW	²⁷ NW
³⁰ NW	³¹ NW			
FEBRUARY				
M	T	W	T	F
³ 7.5	⁴ 7.5	⁵ 7.5	⁶ 7.5	⁷ 7.5
¹⁰ 7.5	¹¹ 7.5	¹² 7.5	¹³ 7.5	¹⁴ 7.5
¹⁷ NW	¹⁸ 7.5	¹⁹ 7.5	²⁰ 7.5	²¹ 7.5
²⁴ 7.5	²⁵ 7.5	²⁶ 7.5	²⁷ 7.5	²⁸ 7.5
APRIL				
M	T	W	T	F
	¹ 7.5	² 7.5	³ 7.5	⁴ 7.5
⁷ 7.5	⁸ 7.5	⁹ 7.5	¹⁰ 7.5	¹¹ 7.5
¹⁴ 7.5	¹⁵ 7.5	¹⁶ 7.5	¹⁷ 7.5	¹⁸ 7.5
²¹ 7.5	²² 7.5	²³ 7.5	²⁴ 7.5	²⁵ 7.5
²⁸ 7.5	²⁹ 7.5	³⁰ 7.5		
JUNE				
M	T	W	T	F
² 7.5	³ 7.5	⁴ 7.5		

CONTRACT START	07/24/24
CONTRACT END	06/04/25
DAYS IN CONTRACT	206
HOURS/DAY (REG)	7.5
PAID HOLIDAYS	5

PH	Paid Holiday
NW	Non Worked

col 1	+	col 2	=	/	hours	=	days
757.5		787.5	=	1545	/	7.5	206.00

SECONDARY GUIDANCE / 11 MO INSTRUCTIONAL

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD

NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE	
24	JULY 16	JULY 19	JULY 31	4	0	4	JULY 23	
23	JULY 22	AUG. 7	AUG. 15	13	0	13	AUG. 8	
22	AUG. 8	AUG. 20	AUG. 30	9	0	9	AUG. 22	
21	AUG. 21	SEPT. 3	SEPT. 13	9	1	10	SEPT. 5	
20	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20	
19	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7	
18	OCT. 4	OCT. 21	OCT. 31	12	0	12	OCT. 23	
17	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5	Send DD on 13th to open worksheets
16	NOV. 4	NOV. 12	NOV. 22	6	0	6	NOV. 14	
15	NOV. 13	NOV. 21	DEC. 13	7	0	7	DEC. 2	Send DD on 11th to open worksheets
14	NOV. 22	DEC. 10	DEC. 20	8	2	10	DEC. 12	Send DD on 18th to open worksheets
13	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20	
12	DEC. 19	JAN. 21	JAN. 31	13	2	15	JAN. 23	
11	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6	
10	FEB. 5	FEB. 18	FEB. 28	9	0	9	FEB. 20	
9	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6	
8	MAR. 5	MAR. 12	MAR. 31	6	0	6	MAR. 14	
7	MAR. 13	APR. 3	APR. 15	11	0	11	APR. 7	
6	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22	
5	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7	
4	MAY 6	MAY 20	MAY 30	11	0	11	MAY 22	
3	MAY 21	JUNE 11	JUNE 11	14	0	14	JUNE 3	PROJECTED
2	SUMMER CHECK		JUNE 11					
1	SUMMER CHECK		JUNE 11					
TOTAL				211	5	216		

SECONDARY GUIDANCE / 11 MONTH INST.

2024 - 2025 Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
		F/16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				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 2024						
Su	M	Tu	W	Th	F	Sa
1	PH	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 2024						
Su	M	Tu	W	Th	F	Sa
		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 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	15	16
17	18	19	20	21	22	23
24	NW	NW	NW	PH	PH	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	NW	NW	PH	NW	NW	28
29	NW	NW				

January 2025						
Su	M	Tu	W	Th	F	Sa
			PH	NW	NW	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	NW	NW	NW	NW	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		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			

May 2025						
Su	M	Tu	W	Th	F	Sa
				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	NW	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	C	7
8	9	10	L/11			

PH	Paid Holiday
NW	Non Working
	Planning Day

C	County Office Closed
F/L	First / Last Day
	Staff Development

Jul	16	First Day
Aug	2, 5-9	Planning Days - Working
Sept	2	Labor Day - School Holiday
Oct	14	Planning Day - Working
Nov	11	Veteran's Day - Non Work / Non Paid
Nov	25-29	Thanksgiving Break
Dec	23-31	Christmas Break
Jan	1-3	Christmas Break

Jan	6	Planning Day- Working
Jan	20	Martin Luther King - Non Work / Non Paid
Feb	17	President's Day - Non Work / Non Paid
Mar	17-21	Spring Break
Mar	24	Planning Day - Working
May	26	Memorial Day - County Office Closed
May	29-30	Post Planning Days - Working
June	11	Last Day

2024-2025 SECONDARY GUIDANCE / 11 MO INST

JULY				
M	T	W	T	F
	167.5	177.5	187.5	197.5
227.5	237.5	247.5	257.5	267.5
297.5	307.5	317.5		
7.5	7.5	7.5		
SEPTEMBER				
M	T	W	T	F
27.5	37.5	47.5	57.5	67.5
97.5	107.5	117.5	127.5	137.5
167.5	177.5	187.5	197.5	207.5
237.5	247.5	257.5	267.5	277.5
307.5				
7.5				
NOVEMBER				
M	T	W	T	F
				17.5
47.5	57.5	67.5	77.5	87.5
11NW	127.5	137.5	147.5	157.5
187.5	197.5	207.5	217.5	227.5
25NW	26NW	27NW	287.5	297.5
JANUARY				
M	T	W	T	F
		17.5	2NW	3NW
67.5	77.5	87.5	97.5	107.5
137.5	147.5	157.5	167.5	177.5
20NW	217.5	227.5	237.5	247.5
277.5	287.5	297.5	307.5	317.5
7.5	7.5	7.5	7.5	7.5
MARCH				
M	T	W	T	F
37.5	47.5	57.5	67.5	77.5
107.5	117.5	127.5	137.5	147.5
17NW	18NW	19NW	20NW	21NW
247.5	257.5	267.5	277.5	287.5
317.5				
7.5				
MAY				
M	T	W	T	F
			17.5	27.5
57.5	67.5	77.5	87.5	97.5
127.5	137.5	147.5	157.5	167.5
197.5	207.5	217.5	227.5	237.5
26NW	277.5	287.5	297.5	307.5
NW	7.5	7.5	7.5	7.5

AUGUST				
M	T	W	T	F
			1	2
			7.5	7.5
5	6	7	8	9
7.5	7.5	7.5	7.5	7.5
12	13	14	15	16
7.5	7.5	7.5	7.5	7.5
19	20	21	22	23
7.5	7.5	7.5	7.5	7.5
26	27	28	29	30
7.5	7.5	7.5	7.5	7.5
OCTOBER				
M	T	W	T	F
	1	2	3	4
	7.5	7.5	7.5	7.5
7	8	9	10	11
7.5	7.5	7.5	7.5	7.5
14	15	16	17	18
7.5	7.5	7.5	7.5	7.5
21	22	23	24	25
7.5	7.5	7.5	7.5	7.5
28	29	30	31	
7.5	7.5	7.5	7.5	
DECEMBER				
M	T	W	T	F
2	3	4	5	6
7.5	7.5	7.5	7.5	7.5
9	10	11	12	13
7.5	7.5	7.5	7.5	7.5
16	17	18	19	20
7.5	7.5	7.5	7.5	7.5
23	24	25	26	27
NW	NW	7.5	NW	NW
30	31			
NW	NW			
FEBRUARY				
M	T	W	T	F
3	4	5	6	7
7.5	7.5	7.5	7.5	7.5
10	11	12	13	14
7.5	7.5	7.5	7.5	7.5
17	18	19	20	21
NW	7.5	7.5	7.5	7.5
24	25	26	27	28
7.5	7.5	7.5	7.5	7.5
APRIL				
M	T	W	T	F
	1	2	3	4
	7.5	7.5	7.5	7.5
7	8	9	10	11
7.5	7.5	7.5	7.5	7.5
14	15	16	17	18
7.5	7.5	7.5	7.5	7.5
21	22	23	24	25
7.5	7.5	7.5	7.5	7.5
28	29	30		
7.5	7.5	7.5		
JUNE				
M	T	W	T	F
2	3	4	5	6
7.5	7.5	7.5	7.5	NW
9	10	11		
7.5	7.5	7.5		

CONTRACT START	07/16/24
CONTRACT END	06/11/25
DAYS IN CONTRACT	216
HOURS/DAY (REG)	7.5
PAID HOLIDAYS	5

PH **Paid Holiday**

NW Not Worked

col 1	+	col 2	=		/	hours	=	days
802.5		817.5	=	1620	/	7.5	=	216.00

PARAS / BUS DRIVERS / BUS AIDES / RN LPN (MED FRAGILE)

NO. OF CHECKS	FROM	THROUGH	2024-2025		HOLIDAYS	REPORT	DUE IN FINANCE	
			PAYDAY	DAYS WORKED				
24	AUG. 12	AUG. 20	AUG. 30	7	0	7	AUG. 22	
23	AUG. 21	SEPT. 3	SEPT. 13	9	1	10	SEPT. 5	
22	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20	
21	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7	
20	OCT. 4	OCT. 21	OCT. 31	11	0	11	OCT. 23	
19	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5	Send DD on 13th to open worksheets
18	NOV. 4	NOV. 12	NOV. 22	6	0	6	NOV. 14	
17	NOV. 13	NOV. 21	DEC. 13	7	2	9	DEC. 2	Send DD on 11th to open worksheets
16	NOV. 22	DEC. 10	DEC. 20	8	0	8	DEC. 12	Send DD on 18th to open worksheets
15	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20	
14	DEC. 19	JAN. 21	JAN. 31	12	3	15	JAN. 23	
13	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6	
12	FEB. 5	FEB. 18	FEB. 28	9	0	9	FEB. 20	
11	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6	
10	MAR. 5	MAR. 12	MAR. 31	6	0	6	MAR. 14	
9	MAR. 13	APR. 3	APR. 15	10	2	12	APR. 7	
8	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22	
7	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7	
6	SUMMER CHECK		MAY 28					
5	SUMMER CHECK		MAY 28					
4	SUMMER CHECK		MAY 28					
3	SUMMER CHECK		MAY 28					
2	SUMMER CHECK		MAY 28					
1	MAY 6	MAY 28	JUNE 12	16	0	16	MAY 30	NOT PROJECTED
			TOTAL	180	8	188		

PARAS / BUS DRIVERS / BUS PARAS / RN LPN (MED FRAGILE)

2024 - 2025 Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa

August 2024						
Su	M	Tu	W	Th	F	Sa
11	F/12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	PH	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 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	NW	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	15	16
17	18	19	20	21	22	23
24	NW	NW	NW	PH	PH	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	NW	PH	PH	NW	NW	28
29	NW	NW				

January 2025						
Su	M	Tu	W	Th	F	Sa
			PH	NW	NW	4
5	NW	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	NW	NW	PH	PH	22
23	NW	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		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			

May 2025						
Su	M	Tu	W	Th	F	Sa
				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	NW	27	L/28			31

June 2025						
Su	M	Tu	W	Th	F	Sa

PH	Paid Holiday
NW	Non Worked / Non Paid
F/L	First / Last Day

Aug	12	First Day	Jan	6	Planning Day- Non Work / Non Paid
Sept	2	Labor Day - School Holiday	Jan	20	Martin Luther King - Non Work / Non Paid
Oct	14	Planning Day-Non Work / Non Paid	Feb	17	President's Day - Non Work / Non Paid
Nov	11	Veteran's Day - Non Work / Non Paid	Mar	17-21	Spring Break
Nov	25-29	Thanksgiving Break	Mar	24	Planning Day - Non Work / Non Paid
Dec	23-31	Christmas Break	May	26	Memorial Day - County Office Closed
Jan	1-3	Christmas Break	May	28	Last Day

2024-2025 BUS DRIVERS/AIDES/PARAS/RN LPN (MED FRAGILE)

JULY				
M	T	W	T	F
SEPTEMBER				
M	T	W	T	F
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
7				
NOVEMBER				
M	T	W	T	F
				7
7	7	7	7	7
NW	7	7	7	7
7	7	7	7	7
NW	NW	NW	7	7
JANUARY				
M	T	W	T	F
		7	NW	NW
NW	7	7	7	7
7	7	7	7	7
NW	7	7	7	7
7	7	7	7	7
MARCH				
M	T	W	T	F
7	7	7	7	7
7	7	7	7	7
NW	NW	NW	7	7
NW	7	7	7	7
7				
MAY				
M	T	W	T	F
			7	7
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
NW	7	7		

AUGUST				
M	T	W	T	F
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
OCTOBER				
M	T	W	T	F
	7	7	7	7
7	7	7	7	7
NW	7	7	7	7
7	7	7	7	7
7	7	7	7	
DECEMBER				
M	T	W	T	F
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
NW	7	7	NW	NW
NW	NW			
FEBRUARY				
M	T	W	T	F
7	7	7	7	7
7	7	7	7	7
NW	7	7	7	7
7	7	7	7	7
APRIL				
M	T	W	T	F
	7	7	7	7
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
7	7	7	7	7
7	7	7		
JUNE				
M	T	W	T	F

CONTRACT START 08/12/24
 CONTRACT END 05/28/25
 DAYS IN CONTRACT 188
 HOURS/DAY (REG) 7.0
 PAID HOLIDAYS 8

PH Paid Holiday
 NW Non Worked / Non Paid

col 1 + col 2 = / hours = days
 651 665 = 1316 / 7.0 = 188.00

FOOD SERVICE

NO. OF CHECKS	1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE	
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT		
24	AUG. 7	AUG. 7	AUG. 15	1	0	1	AUG. 8	
23	AUG. 8	AUG. 20	AUG. 30	9	0	9	AUG. 22	
22	AUG. 21	SEPT. 3	SEPT. 13	9	1	10	SEPT. 5	
21	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20	
20	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7	
19	OCT. 4	OCT. 21	OCT. 31	12	0	12	OCT. 23	
18	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5	Send DD on 13th to open worksheets
17	NOV. 4	NOV. 12	NOV. 22	6	0	6	NOV. 14	
16	NOV. 13	NOV. 21	DEC. 13	7	2	9	DEC. 2	Send DD on 11th to open worksheets
15	NOV. 22	DEC. 10	DEC. 20	8	0	8	DEC. 12	Send DD on 18th to open worksheets
14	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20	
13	DEC. 19	JAN. 21	JAN. 31	12	3	15	JAN. 23	
12	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6	
11	FEB. 5	FEB. 18	FEB. 28	9	0	9	FEB. 20	
10	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6	
9	MAR. 5	MAR. 12	MAR. 31	7	0	7	MAR. 14	
8	MAR. 13	APR. 3	APR. 15	10	2	12	APR. 7	
7	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22	
6	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7	
5	SUMMER CHECK		MAY 29					
4	SUMMER CHECK		MAY 29					
3	SUMMER CHECK		MAY 29					
2	SUMMER CHECK		MAY 29					
1	MAY 6	MAY 29	JUNE 12	17	0	17	MAY 30	NOT PROJECTED
				186	8	194		

FOOD SERVICE

2024- 2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa

August 2024						
Su	M	Tu	W	Th	F	Sa
			F/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 2024						
Su	M	Tu	W	Th	F	Sa
1	PH	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 2024						
Su	M	Tu	W	Th	F	Sa
		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 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	15	16
17	18	19	20	21	22	23
24	NW	NW	NW	PH	PH	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	NW	PH	PH	NW	NW	28
29	NW	NW				

January 2025						
Su	M	Tu	W	Th	F	Sa
			PH	NW	NW	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	NW	NW	PH	PH	22
23	NW	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		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			

May 2025						
Su	M	Tu	W	Th	F	Sa
				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	NW	27	28	L/29		

June 2025						
Su	M	Tu	W	Th	F	Sa

PH	Paid Holiday				
NW	Non Working				
F/L	First / Last Day				

Aug	7	First Day
Aug	8-9	Planning Days - Working
Sept	2	Labor Day - School Holiday
Oct	14	Planning Day - Working Day
Nov	11	Veteran's Day - Non Work / Non Paid
Nov	25-29	Thanksgiving Break
Dec	23-31	Christmas Break

Jan	6	Planning Day - Working Day
Jan	20	Martin Luther King - Non Work / Non Paid
Feb	17	President's Day - Non Work / Non Paid
Mar	17-21	Spring Break
Mar	24	Planning Day - Non Work / Non Paid
May	26	Memorial Day - County Office Closed
May	29	Planning Day - Last Day

2024-2025 FOOD SERVICE

JULY				
M	T	W	T	F
SEPTEMBER				
M	T	W	T	F
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6				
NOVEMBER				
M	T	W	T	F
				6
6	6	6	6	6
NW	6	6	6	6
6	6	6	6	6
NW	NW	NW	6	6
JANUARY				
M	T	W	T	F
		6	NW	NW
6	6	6	6	6
6	6	6	6	6
NW	6	6	6	6
6	6	6	6	6
MARCH				
M	T	W	T	F
6	6	6	6	6
6	6	6	6	6
NW	NW	NW	6	6
NW	6	6	6	6
6				
MAY				
M	T	W	T	F
			6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
NW	6	6	6	

AUGUST				
M	T	W	T	F
		6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
OCTOBER				
M	T	W	T	F
	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
DECEMBER				
M	T	W	T	F
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
NW	6	6	6	6
NW	6	6	6	6
FEBRUARY				
M	T	W	T	F
6	6	6	6	6
6	6	6	6	6
NW	6	6	6	6
6	6	6	6	6
APRIL				
M	T	W	T	F
	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
JUNE				
M	T	W	T	F

CONTRACT START 08/07/24
CONTRACT END 05/29/25
DAYS IN CONTRACT 194
HOURS/DAY (REG) 6.0
PAID HOLIDAYS 8
MANAGERS HRS 7.0

PH Paid Holiday
NW Not Worked

col 1 + col 2 = / hours = days

570 594 = 1164 / 6.0 = 194.00

LESS THAN 12 - MONTH DATA ENTRY

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD							
NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE
24	JULY 17	JULY 19	JULY 31	3	0	3	JULY 23
23	JULY 22	AUG. 7	AUG. 15	13	0	13	AUG. 8
22	AUG. 8	AUG. 20	AUG. 30	9	0	9	AUG. 22
21	AUG. 21	SEPT. 3	SEPT. 13	9	1	10	SEPT. 5
20	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20
19	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7
18	OCT. 4	OCT. 21	OCT. 31	12	0	12	OCT. 23
17	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5
16	NOV. 4	NOV. 12	NOV. 22	6	0	6	NOV. 14
15	NOV. 13	NOV. 21	DEC. 13	7	0	7	DEC. 2
14	NOV. 22	DEC. 10	DEC. 20	8	2	10	DEC. 12
13	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20
12	DEC. 19	JAN. 21	JAN. 31	13	3	16	JAN. 23
11	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6
10	FEB. 5	FEB. 18	FEB. 28	9	0	9	FEB. 20
9	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6
8	MAR. 5	MAR. 12	MAR. 31	6	0	6	MAR. 14
7	MAR. 13	APR. 3	APR. 15	11	2	13	APR. 7
6	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22
5	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7
4	MAY 6	MAY 20	MAY 30	11	0	11	MAY 22
3	MAY 21	JUNE 12	JUNE 12	15	0	15	JUNE 4
2	SUMMER CHECK		JUNE 12				
1	SUMMER CHECK		JUNE 12				
TOTAL				211	8	219	

Send DD on 13th
to open worksheets

Send DD on 11th
to open worksheets

Send DD on 18th
to open worksheets

PROJECTED

LESS 12 - MONTH DATA ENTRY

2024 - 2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
21	22	23	F/17	18	19	20
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				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 2024						
Su	M	Tu	W	Th	F	Sa
1	PH	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 2024						
Su	M	Tu	W	Th	F	Sa
		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 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	NW	12	13	14	15	16
17	18	19	20	21	22	23
24	NW	NW	NW	PH	PH	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	NW	PH	PH	NW	NW	28
29	NW	NW				

January 2025						
Su	M	Tu	W	Th	F	Sa
			PH	NW	NW	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	NW	NW	PH	PH	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		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			

May 2025						
Su	M	Tu	W	Th	F	Sa
				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	NW	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	C	7
8	9	10	11	F/12		14
15						

PH
NW

Paid Holiday
Non Working
Planning Day

C
F/L

County Office Closed
First / Last Day
Staff Development

Jul	17	First Day
Aug	2, 5-9	Planning Days - Working
Sept	2	Labor Day - School Holiday
Oct	14	Planning Day - Working
Nov	11	Veteran's Day - Non Work / Non Paid
Nov	25-29	Thanksgiving Break
Dec	23-31	Christmas Break
Jan	1-3	Christmas Break

Jan	6	Planning Day - Working
Jan	20	Martin Luther King - Non Work / Non Paid
Feb	17	President's Day - Non Work / Non Paid
Mar	17-21	Spring Break
Mar	24	Planning Day - Working
May	26	Memorial Day - County Office Closed
May	29-30	Post Planning Days - Working
June	12	Last Day

2024-2025 LESS THAN 12 - MONTH DATA ENTRY

JULY				
M	T	W	T	F
		17	18	19
22	23	24	25	26
8	8	8	8	8
29	30	31		
8	8	8		
SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
8	8	8	8	8
9	10	11	12	13
8	8	8	8	8
16	17	18	19	20
8	8	8	8	8
23	24	25	26	27
8	8	8	8	8
30				
8				
NOVEMBER				
M	T	W	T	F
				1
				8
4	5	6	7	8
8	8	8	8	8
11	12	13	14	15
NW	8	8	8	8
18	19	20	21	22
8	8	8	8	8
25	26	27	28	29
NW	NW	NW	8	8
JANUARY				
M	T	W	T	F
		1	2	3
		8	NW	NW
6	7	8	9	10
8	8	8	8	8
13	14	15	16	17
8	8	8	8	8
20	21	22	23	24
NW	8	8	8	8
27	28	29	30	31
8	8	8	8	8
MARCH				
M	T	W	T	F
3	4	5	6	7
8	8	8	8	8
10	11	12	13	14
8	8	8	8	8
17	18	19	20	21
NW	NW	NW	8	8
24	25	26	27	28
8	8	8	8	8
31				
8				
MAY				
M	T	W	T	F
			1	2
			8	8
5	6	7	8	9
8	8	8	8	8
12	13	14	15	16
8	8	8	8	8
19	20	21	22	23
8	8	8	8	8
26	27	28	29	30
NW	8	8	8	8

col 1 + col 2 = /
864 888 = 1752 /

AUGUST				
M	T	W	T	F
			1	2
		8	8	
5	6	7	8	9
8	8	8	8	8
12	13	14	15	16
8	8	8	8	8
19	20	21	22	23
8	8	8	8	8
26	27	28	29	30
8	8	8	8	8
OCTOBER				
M	T	W	T	F
	1	2	3	4
	8	8	8	8
7	8	9	10	11
8	8	8	8	8
14	15	16	17	18
8	8	8	8	8
21	22	23	24	25
8	8	8	8	8
28	29	30	31	
8	8	8	8	
DECEMBER				
M	T	W	T	F
2	3	4	5	6
8	8	8	8	8
9	10	11	12	13
8	8	8	8	8
16	17	18	19	20
8	8	8	8	8
23	24	25	26	27
NW	8	8	NW	NW
30	31			
NW	NW			
FEBRUARY				
M	T	W	T	F
3	4	5	6	7
8	8	8	8	8
10	11	12	13	14
8	8	8	8	8
17	18	19	20	21
NW	8	8	8	8
24	25	26	27	28
8	8	8	8	8
APRIL				
M	T	W	T	F
	1	2	3	4
	8	8	8	8
7	8	9	10	11
8	8	8	8	8
14	15	16	17	18
8	8	8	8	8
21	22	23	24	25
8	8	8	8	8
28	29	30		
8	8	8		
JUNE				
M	T	W	T	F
2	3	4	5	6
8	8	8	8	NW
9	10	11	12	
8	8	8	8	

hours = days
8.0 = 219.00

CONTRACT START 07/17/24
CONTRACT END 06/12/25
DAYS IN CONTRACT 219
HOURS/DAY (REG) 8.0
PAID HOLIDAYS 8

PH Paid Holiday
NW Not Worked

LESS THAN 12 - MONTH SECRETARIES

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD

NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORK ED	HOLIDA YS	REPORT	DUE IN FINANCE	
24	JULY 15	JULY 19	JULY 31	5	0	5	JULY 23	
23	JULY 22	AUG. 7	AUG. 15	13	0	13	AUG. 8	
22	AUG. 8	AUG. 20	AUG. 30	9	0	9	AUG. 22	
21	AUG. 21	SEPT 3	SEPT. 13	9	1	10	SEPT. 5	
20	SEPT. 4	SEPT. 18	SEPT. 30	11	0	11	SEPT. 20	
19	SEPT. 19	OCT. 3	OCT. 15	11	0	11	OCT. 7	
18	OCT. 4	OCT. 21	OCT. 31	12	0	12	OCT. 23	
17	OCT. 22	NOV. 1	NOV. 15	9	0	9	NOV. 5	Send DD on 13th to open worksheets
16	NOV. 4	NOV. 12	NOV. 22	7	0	7	NOV. 14	
15	NOV. 13	NOV. 21	DEC. 13	7	0	7	DEC. 2	Send DD on 11th to open worksheets
14	NOV. 22	DEC. 10	DEC. 20	8	2	10	DEC. 12	Send DD on 18th to open worksheets
13	DEC. 11	DEC. 18	JAN. 15	6	0	6	DEC. 20	
12	DEC. 19	JAN. 21	JAN. 31	13	3	16	JAN. 23	
11	JAN. 22	FEB. 4	FEB. 14	10	0	10	FEB. 6	
10	FEB. 5	FEB. 18	FEB. 28	9	0	9	FEB. 20	
9	FEB. 19	MAR. 4	MAR. 14	10	0	10	MAR. 6	
8	MAR. 5	MAR. 12	MAR. 31	6	0	6	MAR. 14	
7	MAR. 13	APR. 3	APR. 15	13	2	15	APR. 7	
6	APR. 4	APR. 18	APR. 30	11	0	11	APR. 22	
5	APR. 21	MAY 5	MAY 15	11	0	11	MAY 7	
4	MAY 6	MAY 20	MAY 30	11	0	11	MAY 22	
3	MAY 21	JUNE 12	JUNE 12	15	0	15	JUNE 4	PROJECTED
2	SUMMER CHECK		JUNE 12					
1	SUMMER CHECK		JUNE 12					
TOTAL				216	8	224		

LESS 12 - MONTH SECRETARIES

2024 - 2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	F/15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				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 2024						
Su	M	Tu	W	Th	F	Sa
1	PH	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 2024						
Su	M	Tu	W	Th	F	Sa
		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 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	NN	NW	NW	PH	PH	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	NW	PH	PH	NW	NW	28
29	NW	NW				

January 2025						
Su	M	Tu	W	Th	F	Sa
			PH	NW	NW	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	NW	PH	PH	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		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			

May 2025						
Su	M	Tu	W	Th	F	Sa
				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	NW	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	C	7
8	9	10	11	L/12		

PH
NW

Paid Holiday
Non Working
Planning Day

C
F/L

County Office Closed
First / Last Day
Staff Development

Jul	15	First Day
Aug	2, 5-9	Planning Days - Working
Sept	2	Labor Day - School Holiday
Oct	14	Planning Day - Working
Nov	11	Veteran's Day - Working
Nov	25-29	Thanksgiving Break
Dec	23-31	Christmas Break
Jan	1-3	Christmas Break

Jan	6	Planning Day - Working
Jan	20	Martin Luther King - Non Work / Non Paid
Feb	17	President's Day - Non Work / Non Paid
Mar	19-21	Spring Break
Mar	24	Planning Day - Working
May	26	Memorial Day - County Office Closed
May	29-30	Post Planning Days - Working
June	12	Last Day

2024-2025 LESS THAN 12-MONTH SECRETARIES

JULY				
M	T	W	T	F
15	16	17	18	19
7	7	7	7	7
22	23	24	25	26
7	7	7	7	7
29	30	31		
7	7	7		
SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
7	7	7	7	7
9	10	11	12	13
7	7	7	7	7
16	17	18	19	20
7	7	7	7	7
23	24	25	26	27
7	7	7	7	7
30				
7				
NOVEMBER				
M	T	W	T	F
				1
				7
4	5	6	7	8
7	7	7	7	7
11	12	13	14	15
7	7	7	7	7
18	19	20	21	22
7	7	7	7	7
25	26	27	28	29
NW	NW	NW	7	7
JANUARY				
M	T	W	T	F
		1	2	3
		7	NW	NW
6	7	8	9	10
7	7	7	7	7
13	14	15	16	17
7	7	7	7	7
20	21	22	23	24
NW	7	7	7	7
27	28	29	30	31
7	7	7	7	7
MARCH				
M	T	W	T	F
3	4	5	6	7
7	7	7	7	7
10	11	12	13	14
7	7	7	7	7
17	18	19	20	21
7	7	NW	7	7
24	25	26	27	28
7	7	7	7	7
31				
7				
MAY				
M	T	W	T	F
			1	2
			7	7
5	6	7	8	9
7	7	7	7	7
12	13	14	15	16
7	7	7	7	7
19	20	21	22	23
7	7	7	7	7
26	27	28	29	30
NW	7	7	7	7

AUGUST				
M	T	W	T	F
			1	2
			7	7
5	6	7	8	9
7	7	7	7	7
12	13	14	15	16
7	7	7	7	7
19	20	21	22	23
7	7	7	7	7
26	27	28	29	30
7	7	7	7	7
OCTOBER				
M	T	W	T	F
	1	2	3	4
	7	7	7	7
7	8	9	10	11
7	7	7	7	7
14	15	16	17	18
7	7	7	7	7
21	22	23	24	25
7	7	7	7	7
28	29	30	31	
7	7	7	7	
DECEMBER				
M	T	W	T	F
2	3	4	5	6
7	7	7	7	7
9	10	11	12	13
7	7	7	7	7
16	17	18	19	20
7	7	7	7	7
23	24	25	26	27
NW	7	7	NW	NW
30	31			
NW	NW			
FEBRUARY				
M	T	W	T	F
3	4	5	6	7
7	7	7	7	7
10	11	12	13	14
7	7	7	7	7
17	18	19	20	21
NW	7	7	7	7
24	25	26	27	28
7	7	7	7	7
APRIL				
M	T	W	T	F
	1	2	3	4
	7	7	7	7
7	8	9	10	11
7	7	7	7	7
14	15	16	17	18
7	7	7	7	7
21	22	23	24	25
7	7	7	7	7
28	29	30		
7	7	7		
JUNE				
M	T	W	T	F
2	3	4	5	6
7	7	7	7	NW
9	10	11	12	
7	7	7	7	

CONTRACT START 07/15/24
CONTRACT END 06/12/25
DAYS IN CONTRACT 224
HOURS/DAY (REG) 7.0
PAID HOLIDAYS 8

PH Paid Holiday
NW Not Worked

col 1 + col 2 = / hours = days
791 777 = 1568 / 7.0 = 224.00