

Payroll	Calendar
2023	- 2024

	July 2023										
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October 2023

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January 2024

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April 2024

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November 2023										
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September 2023 Tue Wed Thu

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March 2024										
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I	June 2024											
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\*\*NEW staff do not get holiday pay if they have not worked the 60 work-day probationary period.\*\*

Fri

- \*November 23 = Thanksgiving
- \*November 24 = Day after Thanksgiving
- \*December 25 = Christmas Day\*\*
- \*December 26 = Day after Christmas\*\* \*December 29 = New Year's Eve \*January 1 = New Year's Day
- \*May 27 = Memorial Day

\*Only regularly scheduled employees (regular employees) are eligible for paid holidays. A regular employee is a person regularly scheduled to work 10 or more hours per week for 25 or more weeks during the school year. Temporary, substitute or on-call workers are not considered as "regular" employees.

\*Holidays shall fall within the employee's normal work calendar. Employees are eligible to receive holiday pay if they are typically scheduled for that day.

\*The employee must work their normally scheduled day before and after the holiday to receive compensation. Pre-approved scheduled absences using paid time off may be considered as worked subject to approval by the supervisor and district. An unexpected absence due to illness will require physician verification in writing.

\*Sixty (60) work-day probationary period must be completed.

\*Holiday pay will be compensated on the basis of the average number of hours the employee works per week divided by five (5) days. If the individual normally works 20 hours per week they receive four (4) hours holiday pay.

\*\*Based on the Holiday Break for the 2023-24 school year, the district will observe Christmas Eve and Christmas Day on December 25th & 26th in regards to holiday pay so employees receive the full holiday pay benefit