



### 2024-25 Flexible Payroll Calendar for Classified Assignments Starting After June 30, 2024

Track \_\_\_\_\_

For office use only

#	Month	First Week					Second Week					Third Week					Fourth Week					Regular Workdays	Other Paid Days		Actual Days Paid		
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		Holiday	Vacation			
1	Jul													<b>Jul</b> 1	2	3	4	5	8	9	10	11	12				
2	Jul - Aug	15	16	17	18	19	22	23	24	25	26	29	30	31		1	2		5	6	7	8	9				
3	Aug - Sep	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		<b>Aug</b> 1	2	3	4	5	6				
4	Sep - Oct	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27			<b>Oct</b> 1	2	3	4					
5	Oct - Nov	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25				28	29	30	31	1			
6	Nov	4	5	6	7	8	<b>+</b> 11	12	13	14	15	18	19	20	21	22			25	26	27	<b>+</b> 28	<b>x</b> 29				
7	Dec	<b>Dec</b> 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20		<b>#</b> 23	<b>x</b> 24	<b>+</b> 25	26	27					
8	Dec - Jan	30	31	<b>+</b> 1	2	3	6	7	8	9	10	13	14	15	16	17		<b>+</b> 20	21	22	23	24					
9	Jan - Feb	27	28	29	30	31	<b>Feb</b> 3	4	5	6	7	<b>+</b> 10	11	12	13	14		<b>+</b> 17	18	19	20	21					
10	Feb - Mar	24	25	26	27	28	<b>Mar</b> 3	4	5	6	7	10	11	12	13	14		17	18	19	20	21					
11	Mar - Apr	24	25	26	27	28		<b>Apr</b> 1	2	3	4	7	8	9	10	<b>+</b> 11		14	15	16	17	18					
12	Apr - May	21	22	23	24	25			<b>May</b> 1	2		5	6	7	8	9		12	13	14	15	16					
13	May - Jun	19	20	21	22	23	<b>+</b> 26	27	28	29	30	<b>Jun</b> 2	3	4	5	6		9	10	11	12	13					
14	Jun	16	17	18	<b>+</b> 19	20	23	24	25	26	27	30															

- + Legal holidays
- # Non-duty equalization day for 12-month employees
- x Board declared holiday

Subtotal

Total Paid Days

Site \_\_\_\_\_ Employee ID \_\_\_\_\_

Employee \_\_\_\_\_

Print Name

Employee Signature

Plan Approved \_\_\_\_\_

Site Administrator

Date

Actuals Certified: \_\_\_\_\_

Site Administrator

Date