

# PAY PERIOD SCHEDULE 2023-2024 FISCAL YEAR

**Info Due to Payroll EARLY**

**Pay Date EARLY**

**Employees MUST approve their time weekly every Friday OR Monday morning by 8 am if they worked the weekend.**

## Info Due to Payroll

**Supervisor Timeclock Approval  
by 12 PM (noon)**

**Approved  
Time/Stipend  
Sheets DUE to  
Payroll by  
10 AM**

Notes	Pay Date		Pay Period Covered	Wk 1		Wk 2			
Holiday-Monday, 6/19/23 JUNETEENTH	Friday	07/07/23	06/12/23 through 06/25/23	<b>Tues.</b>	<b>06/20/23</b>	Monday	06/26/23	Monday	06/26/23
Holiday-Tuesday, 7/4/23 IND. DAY	Friday	07/21/23	06/26/23 through 07/09/23	Monday	07/03/23	Monday	07/10/23	Monday	07/10/23
	Friday	08/04/23	07/10/23 through 07/23/23	Monday	07/17/23	Monday	07/24/23	Monday	07/24/23
	Friday	08/18/23	07/24/23 through 08/06/23	Monday	07/31/23	Monday	08/07/23	Monday	08/07/23
<b>FIRST TEACHER PAY</b>	Friday	09/01/23	08/07/23 through 08/20/23	Monday	08/14/23	Monday	08/21/23	Monday	08/21/23
Holiday-Monday, 9/4/23 LABOR DAY	Friday	09/15/23	08/21/23 through 09/03/23	Monday	08/28/23	<b>Tues.</b>	<b>09/05/23</b>	<b>Tues.</b>	<b>09/05/23</b>
	Friday	09/29/23	09/04/23 through 09/17/23	Monday	09/11/23	Monday	09/18/23	Monday	09/18/23
	Friday	10/13/23	09/18/23 through 10/01/23	Monday	09/25/23	Monday	10/02/23	Monday	10/02/23
<b>Fall Break w/of 10/09/23</b>	Friday	10/27/23	10/02/23 through 10/15/23	<b>Friday</b>	<b>10/06/23</b>	Monday	10/16/23	Monday	10/16/23
	Friday	11/10/23	10/16/23 through 10/29/23	Monday	10/23/23	Monday	10/30/23	Monday	10/30/23
Holiday-Thurs./Fri., 11/23-24 THANKSGIVING	<b>Wed.</b>	<b>11/22/23</b>	10/30/23 through 11/12/23	Monday	11/06/23	Monday	11/13/23	Monday	11/13/23
<b>T'giving Break w/of 11/20/23</b>	Friday	12/08/23	11/13/23 through 11/26/23	<b>Friday</b>	<b>11/17/23</b>	Monday	11/27/23	Monday	11/27/23
	Friday	12/22/23	11/27/23 through 12/10/23	Monday	12/04/23	Monday	12/11/23	Monday	12/11/23
<b>Winter Break 12/25-1/7/23</b>	Friday	01/05/24	12/11/23 through 12/24/23	Monday	12/18/23	<b>Thurs.</b>	<b>12/21/23</b>	<b>Thurs.</b>	<b>12/21/23</b>
Holiday-Monday, 1/1/24 NEW YEARS DAY	Friday	01/19/24	12/25/23 through 01/07/24	<b>Tues.</b>	<b>01/02/24</b>	Monday	01/08/24	Monday	01/08/24
Holiday-Monday, 1/15/24 MLK	Friday	02/02/24	01/08/24 through 01/21/24	<b>Tues.</b>	<b>01/16/24</b>	Monday	01/22/24	Monday	01/22/24
	Friday	02/16/24	01/22/24 through 02/04/24	Monday	01/29/24	Monday	02/05/24	Monday	02/05/24
Holiday-Monday, 2/19/24 PRES. DAY	Friday	03/01/24	02/05/24 through 02/18/24	Monday	02/12/24	<b>Tues.</b>	<b>02/20/24</b>	<b>Tues.</b>	<b>02/20/24</b>
	Friday	03/15/24	02/19/24 through 03/03/24	Monday	02/26/24	Monday	03/04/24	Monday	03/04/24
	Friday	03/29/24	03/04/24 through 03/17/24	Monday	03/11/24	Monday	03/18/24	Monday	03/18/24
<b>Spring Break w/of 4/1/24</b>	Friday	04/12/24	03/18/24 through 03/31/24	Monday	03/25/24	<b>Friday</b>	<b>03/29/24</b>	<b>Friday</b>	<b>03/29/24</b>
	Friday	04/26/24	04/01/24 through 04/14/24	Monday	04/08/24	Monday	04/15/24	Monday	04/15/24
	Friday	05/10/24	04/15/24 through 04/28/24	Monday	04/22/24	Monday	04/29/24	Monday	04/29/24
	Friday	05/24/24	04/29/24 through 05/12/24	Monday	05/06/24	Monday	05/13/24	Monday	05/13/24
Holiday-Monday, 5/27/24 MEM. DAY	Friday	06/07/24	05/13/24 through 05/26/24	Monday	05/20/24	<b>Tues.</b>	<b>05/28/24</b>	<b>Tues.</b>	<b>05/28/24</b>
	Friday	06/21/24	05/27/24 through 06/09/24	Monday	06/03/24	Monday	06/10/24	Monday	06/10/24