

**JACKSON COUNTY SCHOOL BOARD  
2009-10  
PAYROLL SCHEDULE**

**TWELVE MONTH PERSONNEL**

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>Work Days</u>	<u>Paid Holidays</u>	<u>Total Days</u>	<u>Pay Dates</u>
Jul 01 - Jul 10	Jul 13	7	1	8	Jul 31
Jul 13 - Aug 18	Aug 18	27	0	27	Aug 31
Aug 19 - Sep 11	Sep 14	17	1	18	Sep 30
Sep 14 - Oct 02	Oct 05	15	0	15	Oct 30
Oct 05 - Oct 30	Nov 02	20	0	20	Nov 24
Nov 02 - Nov 30	Dec 01	18	2	20	Dec 18
Dec 01 - Jan 08	Jan 11	21	4	25	Jan 29
Jan 11 - Feb 05	Feb 08	19	1	20	Feb 26
Feb 08 - Mar 05	Mar 08	20	0	20	Mar 26
Mar 08 - Apr 09	Apr 12	20	5	25	Apr 30
Apr 12 - May 07	May 10	20	0	20	May 28
May 10 - Jun 30	Jun 11	<u>38</u>	<u>0</u>	<u>38</u>	Jun 30
TOTAL DAYS		242	14	256	

**\*Changes in projected work days in June MUST be reported prior to the pay date in this month.**

Timesheets are to be turned in to the school secretary on the last day of each payroll period.

"Due Date" is the date completed payrolls are due in the Personnel Office no later than 1:00 PM.

Paid Holidays: July 2, September 7, November 26-27, December 24-25, December 28, 2009;  
January 1, January 18, March 29-April 2, 2010

Non-Working Days: November 25, December 29-31, 2009; January 18, May 31, 2010

Work days include October 19-20 (Student Fall Break), and December 21-23, 2009.

Four day work week includes November 9-13, 2009 at extended hours, with no work on November 11, 2009.

**Approved by Jackson County School Board, Regular Session, May 19, 2009**