

**JACKSON COUNTY SCHOOL BOARD  
2010-11  
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 09        | Jul 12           | 6                | 1                    | 7                 | Jul 30           |
| Jul 12 - Aug 18        | Aug 18           | 28               | 0                    | 28                | Aug 31           |
| Aug 19 - Sep 10        | Sep 13           | 16               | 1                    | 17                | Sep 30           |
| Sep 13 - Oct 01        | Oct 04           | 15               | 0                    | 15                | Oct 29           |
| Oct 04 - Oct 29        | Nov 08           | 20               | 0                    | 20                | Nov 23           |
| Nov 01 - Dec 03        | Dec 06           | 22               | 2                    | 24                | Dec 21           |
| Dec 06 - Jan 07        | Jan 10           | 18               | 4                    | 22                | Jan 31           |
| Jan 10 - Feb 04        | Feb 07           | 19               | 1                    | 20                | Feb 28           |
| Feb 07 - Mar 04        | Mar 07           | 20               | 0                    | 20                | Mar 25           |
| Mar 07 - Apr 08        | Apr 11           | 20               | 5                    | 25                | Apr 29           |
| Apr 11 - May 06        | May 09           | 20               | 0                    | 20                | May 31           |
| May 09 - Jun 30*       | Jun 10           | <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 5, September 6, November 25-26, December 23-24, 2010;  
December 27, December 31, 2010; January 17, March 28-April 1, 2011

Non-Working Days: November 24, December 28-30, 2010; May 30, 2011

Work days include October 18-19 (Student Fall Break), and December 20-22, 2010.

**Approved by Jackson County School Board, Regular Session, May 18, 2010  
Amended by Jackson County School Board, Regular Session, October 19, 2010**