



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

Track \_\_\_\_\_

For office use only

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

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

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

Employee \_\_\_\_\_  
 Print Name Employee Signature

Plan Approved \_\_\_\_\_  
 Site Administrator Date

**Actuals Certified:** \_\_\_\_\_  
 Site Administrator Date