

TEACHER 10 MONTH PRE-PAID STAFF

| Approved for Payroll by: | Pay Date | Dates Paid | # of Days | Absence Dates |
|--------------------------|----------|-----------------------------|-----------|-------------------|
| August 10 | Aug. 26 | Aug. 10 – Sept. 9 | 23 | None |
| September 8 | Sept. 25 | Sept. 10 – Oct. 9 | 20 | Aug. 10 – Sept. 5 |
| October 5 | Oct. 26 | Oct. 10 – Nov. 9 | 23 | Sept. 6 – Oct. 3 |
| November 9 | Nov. 24 | Nov. 10 – Dec. 9 | 22 | Oct. 4 - Nov. 7 |
| December 7 | Dec. 18 | Dec. 10 – Jan. 9 | 21 | Nov. 8 – Dec. 5 |
| January 11 | Jan. 26 | Jan. 10 - Feb. 9 | 23 | Dec. 6 – Jan. 2 |
| February 8 | Feb. 26 | Feb. 10 – Mar. 9 | 20 | Jan. 3 – Feb. 6 |
| March 8 | Mar. 26 | Mar. 10 – Apr. 9 | 21 | Feb. 7 – Mar. 6 |
| April 12 | Apr. 26 | Apr. 10 – May 9 | 22 | Mar. 7 – Apr. 10 |
| May 10 | May 26 | May 10 – June 4 | 20 | Apr. 11 – June 4 |
| | June 17 | 1 st Installment | | |
| | July 22 | 2 nd Installment | | |

- 10 month salaried employees will be paid August – May.
- Installment checks have deductions on all 12 months.
- Payroll administrators must report all leave used April 11 through June 4, by the May 10th due date for staff not on installments.