

Important Payroll dates for June 2017:

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| Payroll Due: <u>including all May absences and approvals</u> | June 2 |
| Last day to change direct deposit accounts | June 9 |
| Paychecks available for viewing in Employee Access | June 21 |
| Payday | June 23 |

True Time Deadlines for Pay Period May 1 – June 4, 2017

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|----------------------------------|----------------------------------|
| Employee Final Submittal: | 6/2/17 Traditional |
| | 6/7/17 YR & DO |
| First Approval: | 6/2/17 Trad Nutrition Mgr |
| | 6/9/17 |
| Final Approval: | 6/13/17 |

All Schools Last Five Days

Traditional (May 26-June 2)
 **May 26 & 30 - Personal leave day
 Track A (June 1-7)
 Track B,C, D (June 26-30)

Date

*Graduation – June 1, 2017

DP335(D): Personal leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:

1. *To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.*
2. *To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.*

***Personal leave may be used by parents or grandparents for graduation. Parents or grandparents entering a personal leave day for graduation must add a relationship to the graduate in the comments box.**

****DP335(B): Employees who have not been approved by Human Resources for using a personal day before and after a holiday may be docked (certified \$92 or classified 40% of their daily rate).**

Please refer to policy for further clarification.