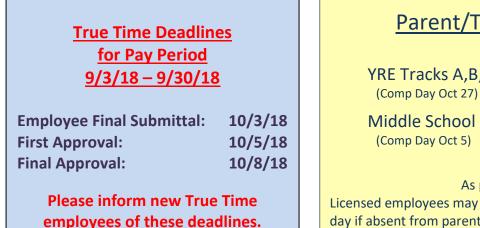


Important Payroll dates for October 2018

Payroll due	October 2
Last day to change direct deposit accounts	October 8
** Please let Payroll know of any changes to your account after this date. Any bank account changes will affect your check on payday.	
Paychecks available for viewing in Employee Access ** Strongly recommended	October 23
Payday	October 25



Parent/Teacher Conference

YRE Tracks A, B, C

Oct 22-26

Middle School (Comp Day Oct 5)

Oct 3-4

As per DP335 & DP370:

Licensed employees may not use a personal or alternative leave day if absent from parent/teacher conferences. They may use a sick day or a no-pay day if applicable. The absence should be entered on the comp day.

Fall Recess

School Holiday

Date of Holiday

All Employees

October 18-19, 2018

As per DP 335(B): Employees who have not been approved by Human Resources for using a personal day before and after a holiday may be docked (certified \$105 or classified 40% of their daily rate).

Please refer to policy for further clarification.