



Annual/Personal Leave Day First Five Days of School

First Five Days

High School	Aug 17-23
Elementary and Middle School	Aug 18-24

As per DP335(B) and DP335 NEG: Annual/Personal Leave shall not be taken during the first five days that students are in school **unless listed as an exception in policy. An explanation of the exception must be written in the time off description box.**

Payroll Deadlines

Payroll Due	Aug 2
Direct Dep Changes	Aug 10
View Paycheck	Aug 23
Pay Day	Aug 25

True Time Deadlines

Date Range July 4 – July 31

Employee Submittal	Aug 3
First Approval	Aug 5
Final Approval	Aug 9