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### School Holidays

- New Year’s Day Observed Dec 31
- Martin Luther King Jr. Jan 17

### DP 335NEG and DP335B

Contracted employees using an Annual/Personal leave day before or after a holiday for any reason not listed in DP335NEG or DP335B, or that have not been approved through the HR lottery, will be docked.

(Licensed \$138 or ESP 40% of daily rate)

If applicable, please note the specific reason from the policy when recording the leave day in Skyward.

Please refer to policy for further clarification.

## January 2022

Payroll Due	Jan 4
Direct Dep Changes by	Jan 10
View Paycheck	Jan 21
Pay Day	Jan 25

### True Time Deadlines

Date Range Dec 6 – Jan 2

Employee Submittal	Jan 5
First Approval	Jan 7
Final Approval	Jan 11

### Grade Transmittal Day

All Levels Jan 18

\*All 206, 242 and 245 employees must record a leave day if not in attendance.