



July 2022

Independence & Pioneer Day Holidays

Independence Day	July 4
Day Before and After Holiday	July 1 & July 5
Pioneer Day	July 25
Day Before and After Holiday	July 22 & July 26

As per DP335(B) and DP335 NEG: Employees who have not been approved by Human Resources for using an annual/personal day before and after a holiday may be docked (licensed \$138 or ESP 40% of their daily rate) **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	July 5
Direct Dep Changes	July 13
View Paycheck	July 20
Pay Day	July 22

True Time Deadlines

Date Range June 6 – July 3

Employee Submittal	July 6
First Approval	July 8
Final Approval	July 12

Leave Day Allocations for 2022-23

	Date
<u>Vacation Leave</u>	<u>Allocated</u>
ESP on a 242/245 day contract	June 1
-Vacation days from 21-22 must be used by Dec 31	
Administrators (Front-Loaded)	July 1
-Vacation days from 21-22 must be used by Dec 31	
	Date
<u>Annual Leave</u>	<u>Allocated</u>
Benefitted Employees	July 1

-Unused Annual Leave will rollover into the Sick Leave balance