



June 2022

Annual/Personal Leave Day Before and After Holiday

Memorial Day Recess	May 30
Day Before and After Holiday	May 27 and 31

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.**

Annual/Personal Leave Day Last Five Days of School

Last Five Days of School	June 1-3
Last Day of School	June 3

As per DP335(B) and DP335 NEG: Annual/Personal Leave shall not be taken during the last 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.**

Leave Day Allocations for 2022-23

Vacation Leave Date Allocated

ESP on a 242/245 day contract June 1
-Vacation days for 21-22 must be used by Sept 30

Administrators (Front-Loaded) July 1
-Vacation days for 21-22 must be used by Aug 31

Annual Leave Date Allocated

Benefitted Employees July 1

-Unused Annual Leave will rollover into the Sick Leave balance

Payroll Deadlines

Payroll Due	Jun 2
Direct Dep Changes	Jun 12
View Paycheck	Jun 22
Pay Day	Jun 24

True Time Deadlines (for employees and approvers working in the summer)

Date Range May 2 – Jun 5

Employee Submittal	Jun 8
First Approval	Jun 10
Final Approval	Jun 14

True Time Deadlines Last Day of School

If June 3rd is the last day employees are working – employees **MUST** clock out and submit their True Time by Friday, June 3rd.

First Approvers – if June 3rd is the final contract day – True Time must be approved by the end of the day.

Substitute Deadlines Semi Monthly

Date Range May 16 – May 31

School Deadline	Jun 1
Dept Deadline	Jun 2 (noon)
Pay Day	Jun 10

Date Range Jun 1 – Jun 3

School Deadline	Jun 13
Dept Deadline	Jun 14 (noon)
Pay Day	Jun 24