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School Holiday

- Memorial Day May 29
Day Before May 26
Day After May 30

As Per DP335(B) and DP335 NEG:
 Contracted employees who have not been approved by Human Resources for using an annual/personal day before or after a holiday may be docked (licensed \$144 or ESP 40% of their daily rate) unless the reason is listed as an exception in policy.

An explanation of the exception must be written in the time off description box.

Please refer to policy for further clarification.

Last Five Days of School

May 31 – June 2

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.

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

True Time Deadlines

Date Range Apr 3 – Apr 30

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

Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
4/17 - 4/28	5/1	5/10
5/1 – 5/15	5/16	5/25