



[payroll.jordandistrict.org](http://payroll.jordandistrict.org)

## Fall Recess

- All Traditional, 206/207 contracts Oct 24-28
- All 242, 245 contracts Oct 27-28

## 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 has not been approved through the HR lottery, will be docked.

(Licensed \$144 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.

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

## **True Time Deadlines**

Date Range Sep 5 – Oct 2

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

## **Grade Transmittal Day**

Oct 21

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

## Parent/Teacher Conference

Elementary (evening) Oct 5 & 6  
(Comp Day Oct 7)

## DP335NEG

Annual leave days may not be used during parent/teacher conferences.