



Website: payroll.jordandistrict.org
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FEBRUARY 2024

School Holidays

Washington & Lincoln Day Recess Feb 19

Critical Days

Licensed & ESP Feb 16 & 20

As Per DP335B and DP335NEG: Licensed and ESP employees using an Annual/Personal leave day on **Critical Days** will be docked (Licensed \$156 or ESP 40% of their daily rate) unless the leave **reason and the policy exception are written in the time off description box.**

Please refer to policy for further clarification.

Spring Parent/Teacher Conferences

Elementary (evening) Feb 21 & 22
(comp day Feb 23)

Middle & High (evening) Feb 13 & 15
(comp day Feb 16)

DP335NEG

As per DP335 NEG: Annual/Personal leave shall not be used during parent/teacher conference. If parent/teacher conference is missed, a leave day (sick or No Pay) should be entered on the Comp Day.

Payroll Due	Feb 2
Direct Dep Changes by	Feb 7
View Paycheck	Feb 21
Pay Day	Feb 23

True Time Deadlines

Date Range Jan 1 – Feb 4

***True Time should be submitted and approved weekly**

Employee Submittal	Feb 7
First Approval	Feb 9
Final Approval	Feb 13

Health & Wellness Virtual Day Feb 9

All employee must record a leave day if absent.

Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
Jan 17-31	Feb 1	Feb 9
Feb 1-15	Feb 15	Feb 23