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## MAY 2024

### Memorial Day Recess

May 27, 2024

### Critical Days

Licensed & ESP May 24 & 28

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.

### Last Five Days of School

May 29 - 31

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 9
View Paycheck	May 22
Pay Day	May 24

### True Time Deadlines

Date Range Apr 1 – May 5

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

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

### Important Last Day of School

**If May 31<sup>st</sup> is employees last working day, all True Time must be submitted and approved by the end of the day.**

### Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
Apr 16-30	May 1	May 10
May 1-15	May 16	May 24