



# 2023-24 Flexible Payroll Calendar for Classified Assignments Starting After June 30, 2023

Track \_\_\_\_\_

For office use only

#	Month	First Week					Second Week					Third Week					Fourth Week					Regular Workdays	Other Paid Days		Actual Days Paid					
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		Holiday	Vacation						
1	Jul											Jul 3	+	4	5	6	7	10	11	12	13	14								
2	Jul - Aug	17	18	19	20	21	24	25	26	27	28	31	Aug		1	2	3	4	7	8	9	10	11							
3	Aug - Sep	14	15	16	17	18	21	22	23	24	25	28	29	30	31	Sep		1	+	4	5	6	7	8						
4	Sep - Oct	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Oct		2	3	4	5	6							
5	Oct - Nov	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	Nov		30	31	1	2	3							
6	Nov - Dec	6	7	8	9	+	10	13	14	15	16	17	20	21	22	+	23	x	24	Dec		27	28	29	30	1				
7	Dec	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	+	x	25	26	27	28	29							
8	Dec - Jan	+	1	2	3	4	5	8	9	10	11	12	+	15	16	17	18	19	22	23	24	25	26							
9	Jan - Feb	29	30	31	Feb		1	2	5	6	7	8	9	+	12	13	14	15	16	+	19	20	21	22	23					
10	Feb - Mar	26	27	28	29	Mar		1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22							
11	Mar - Apr	25	26	27	28	+	29	Apr		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19						
12	Apr - May	22	23	24	25	26	29	30	May		1	2	3	6	7	8	9	10	13	14	15	16	17							
13	May - Jun	20	21	22	23	24	+	27	28	29	30	31	Jun		3	4	5	6	7	10	11	12	13	14						
14	Jun	17	18	+	19	20	21	24	25	26	27	28																		
															<b>Subtotal</b>															
															<b>Total Paid Days</b>															

- + Legal holidays
- # Non-duty equalization day for 12-month employees
- x Board declared holiday

Site \_\_\_\_\_ Employee ID \_\_\_\_\_

Employee \_\_\_\_\_  
 Print Name Employee Signature

Plan Approved \_\_\_\_\_  
 Site Administrator Date

**Actuals Certified:** \_\_\_\_\_  
 Site Administrator Date