

**WASHINGTON COUNTY SCHOOL DISTRICT**

**PAYROLL DATES**

**2008 – 2009**

<u>TIME CARD DATES</u> (Hourly & Substitutes)	<u>DIRECT DEPOSIT</u> <u>DATE</u>	<u># OF DAYS IN</u> <u>PAY PERIOD</u> 243 Days	<u># OF DAYS IN</u> <u>PAY PERIOD</u> 180 Days
June 16 – July 15	July 31, 2008	21 days	0 days
July 16 – August 15	August 29, 2008	22 days	4 days
August 18 – September 15	September 30, 2008	20 days	20 days
September 16 – October 15	October 31, 2008	22 days	22 days
October 16 – November 7	November 26, 2008	17 days	15 days
November 10 – December 5	December 23, 2008	18 days	18 days
December 8 – January 15	January 30, 2009	19 days	19 days
January 16 – February 13	February 27, 2009	20 days	20 days
February 17 – March 13	March 31, 2009	19 days	19 days
March 16 – April 15	April 30, 2009	23 days	16 days
April 16 – May 15	May 29, 2009	22 days	22 days
May 18 – June 15	June 30, 2009	20 days	5 days
June 16 – July 15	July 31, 2009	21 days	0 days

School Payroll Reports (including time cards, substitute reports, and absence records) are due at 5:00 p.m. the working day ***following*** the payroll cut-off date. (EXAMPLE: For the September Payroll, the cut-off date is Monday, September 15th. School Reports are to be to the District by Tuesday, September 16th at 5:00 p.m.) This is NOT a change from previous years.

**“NO SCHOOL” Dates:**

September 1 - Labor Day  
 October 16, 17 - Fall Break  
 November 27, 28 - Thanksgiving  
 December 22 to January 2 - Christmas

January 19 - Human Rights Day  
 February 16 - Presidents’ Day  
 March 16 to March 20 - Spring Break  
 March 23 - Quality Teaching Day  
 April 10 - 4<sup>th</sup> Quarter Break

**NON-CONTRACT Dates for 243-Day Employees:**

July 4 - Fourth of July  
 July 24 - Pioneer Day  
 September 1 - Labor Day  
 November 27, 28 - Thanksgiving  
 December 24 to January 2 - Christmas

January 19 - Human Rights Day  
 February 16 - Presidents’ Day  
 March 19, 20 - Spring Break  
 May 25 - Memorial Day