

PEACH COUNTY BOARD OF EDUCATION

Original
7/1/17

**PAYROLL CALENDAR FOR
2017-2018 SCHOOL YEAR**

<u>PAYROLL MONTH</u>	<u>LEAVE, SUBSTITUTE & EXTRA PAY PERIOD</u>	<u>PAY DATE</u>
July 2017	July 1 - July 7	July 31, 2017
August 2017	July 10 - August 11	August 31, 2017
September 2017	August 14 - September 8	September 29, 2017
October 2017	September 11 - October 6	October 31, 2017
November 2017	October 9 - October 27	November 30, 2017
December 2017	October 30 - November 24	December 29, 2017
January 2018	November 27 - January 5	January 31, 2018
February 2018	January 8 - February 2	February 28, 2018
March 2018	February 5 - March 2	March 23, 2018
April 2018	March 5 - April 6	April 30, 2018
May 2018	April 9 - May 4	May 31, 2018
June 2018	May 7 - June 30** **June 30 - Leave cutoff **June 8 - Extra pay cutoff **Summer School will be included in June check	June 29, 2018

IMPORTANT NOTES TO REMEMBER:

- (1) PAY DATES ARE SET BASED ON THE DATES THE DISTRICT RECEIVES FUNDS FROM THE STATE. AS ALWAYS, THE DISTRICT WILL MONITOR THESE DATES WITH THE STATE AND WILL MAKE ADJUSTMENTS TO THE PAYROLL CALENDAR IF/WHEN THE STATE ADJUSTS THEIR PAYMENT SCHEDULE.
- (2) LEAVE REQUESTS NOT SUBMITTED IN A TIMELY MANNER ARE SUBJECT TO BE TAKEN WITHOUT PAY.
- (3) ALL LEAVE FOR JUNE WILL BE PROCESSED WITH JUNE PAYROLL. PLEASE SUBMIT ALL LEAVE FORMS FOR ANY LEAVE DAYS TAKEN ON OR PRIOR TO JUNE 30TH WITH JUNE PAYROLL FOR PROCESSING.