

PEACH COUNTY BOARD OF EDUCATION

Original
7/1/20

PAYROLL CALENDAR FOR
2020-2021 SCHOOL YEAR

<u>PAYROLL MONTH</u>	<u>LEAVE, SUBSTITUTE & EXTRA PAY PERIOD</u>	<u>PAY DATE</u>
July 2020	July 1 - July 3	July 31, 2020
August 2020	July 6 - August 7	August 31, 2020
September 2020	August 10 - September 4	September 30, 2020
October 2020	September 7 - October 2	October 30, 2020
November 2020	October 5 - October 30	November 30, 2020
December 2020	November 2 - November 27	December 31, 2020
January 2021	November 30 - January 8	January 29, 2021
February 2021	January 11 - February 5	February 26, 2021
March 2021	February 8 - March 5	March 26, 2021
April 2021	March 8 - April 2	April 30, 2021
May 2021	April 5 - April 30	May 28, 2021
June 2021	May 3 - June 30** **June 30 - Leave cutoff **June 4 - Extra pay cutoff **Summer School will be included in June check if submitted timely	June 30, 2021

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.