

**PEACH COUNTY BOARD OF EDUCATION**

Revised  
7/1/21

**PAYROLL CALENDAR FOR  
2021-2022 SCHOOL YEAR**

<u>PAYROLL MONTH</u>	<u>LEAVE, SUBSTITUTE &amp; EXTRA PAY PERIOD</u>	<u>PAY DATE</u>
July 2021	July 1 - July 2	July 30, 2021
August 2021	July 5 - August 6	August 31, 2021
September 2021	August 9 - September 3	September 30, 2021
October 2021	September 6 - October 1	October 29, 2021
November 2021	October 4 - October 29	November 19, 2021
December 2021	November 1 - November 26	December 17, 2021
January 2022	November 29 - January 7	January 31, 2022
February 2022	January 10 - February 4	February 28, 2022
March 2022	February 7 - March 4	March 25, 2022
April 2022	March 7 - April 1	April 29, 2022
May 2022	April 4 - May 6	May 31, 2022
June 2022	May 9 - June 30** **June 30 - Leave cutoff **June 3 - Extra pay cutoff **Summer School will be included in June check if submitted timely	June 30, 2022

**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.