

**JACKSON COUNTY SCHOOL BOARD  
2025-2026  
PAYROLL CALENDAR**

**Non-Instructional Calendar  
(Less than Twelve Months)**

<u>Payroll Periods</u>	<u>Due Dates</u>	<b>PT 44, 45 196 day Workers</b>	<b>PT 14, 15 191 Day Workers</b>	<b>PT 24, 25 182 Day Workers</b>	<b>PT 23, 38, 39 181 Day Workers</b>	<b>PT 20 188 Day Workers</b>	<b>PT 22 186 Day Workers</b>	<u>Pay Dates</u>
		Early Childhood Instr Adults w/Dis Instr	Custodians Childcare Asst 1 Cer. Oc Ther. Asst.	Paraprofessionals Childcare Asst II Caregivers School Health Aide Behavior Technician	Bus Drivers Bus Monitors Interpreters	Café Mgrs	Café Wrks	
		Begin 8/01	Begin 8/01	Begin 8/12	Begin 8/13	Begin 8/06	Begin 8/08	
Aug 01 - Aug 22	Aug 29	16	16	9	8	13	11	Sep 15
Aug 25 - Sept 19	Sept 30	20	19	19	19	19	19	Oct 15
Sept 22 - Oct 17	Oct 30	18	18	18	18	18	18	Nov 14
Oct 20 - Nov 21	Dec 01	25	25	25	25	25	25	Dec 15
Nov 24 - Dec 26	Jan 02	18	16	16	16	16	16	Jan 15
Dec 29 - Jan 23	Jan 30	16	14	14	14	14	14	Feb 13
Jan 26 - Feb 20	Feb 27	20	20	19	19	20	20	Mar 13
Feb 23 - Mar 27	Mar 31	20	20	20	20	20	20	Apr 15
Mar 30 - Apr 24	Apr 30	19	19	19	19	19	19	May 15
Apr 27 - May 28	Jun 01	-	-	23	23	-	-	On or
Apr 27 - May 29	Jun 01	24	24	-	-	-	-	before
Apr 27 - May 29	Jun 01	-	-	-	-	24	24	June 30
<b>TOTAL DAYS</b>		196	191	182	181	188	186	

Paid holidays for Early Childhood Instructor and Adults w/Dis Instr: Labor Day (1), Thanksgiving (1), Christmas (2), New Year's Day (1), Martin Luther King Day (1) for a total of six.  
Paid holiday for other than Early Childhood Instructor and Adults w/Dis Instr: Christmas (1)

Bus drivers will be paid for 724 hours in the twelve equal checks they receive. Their hours of inservice will be paid as it is earned.

Cafeteria managers work the 180 days students attend plus the following dates: Aug 06-08, Aug 11-12, 2025; Feb 16, May 29, 2026.  
Cafeteria workers work the 180 days students attend plus the following dates: Aug 08, 11-12 2025; Feb 16, May 29, 2026

Timesheets are to be turned in to the school secretary on the last day of each payroll period.  
"Due Date" is the date completed payrolls are due in the Finance Office no later than 1:00 PM.

**Approved by the Jackson County School Board, in regular session, May 15, 2025**