



PAYROLL PERIOD		# DAYS	DUE IN PAYROLL OFFICE	CHECKS OUT
From	To			
Aug 12	Aug 30	15	Aug 19	August 30, 2019
Sept 03	Sept 23	15	Sept 16	September 27, 2019
Sept 24	Oct 15	15	Oct 18	October 31, 2019
Oct 16	Nov 05	15	Nov 8	November 22, 2019
Nov 06	Dec 04	15	Dec 5	December 18, 2019
Dec 05	Jan 10	15	Jan 17	January 31, 2020
Jan 13	Feb 03	15	Feb 14	February 28, 2020
Feb 04	Feb 25	15	Mar 9	March 27, 2020
Feb 26	Mar 25	15	Apr 17	April 30, 2020
Mar 26	Apr 15	15	May 14	May 28, 2020
Apr 16	May 06	15	May 29	June 11, 2020
May 07	May 28	15	Jun 5	June 18, 2020
<b>Total Duty Days</b>		<b>180</b>		

Para-pros, Bilingual Aides, and Clinic Aides will report to work August 8<sup>th</sup>, working a total of 182 days.

Lunchroom Managers will work a total of 185 days: 2 days before (Aug 8, 9)  
 1 days after (May 29)  
 Professional Development (Oct 14 and Mar 13)

Lunchroom Workers will work a total of 182 days: begin work on Aug 9<sup>th</sup> & end on May 29<sup>th</sup>

Sick Leave must be reported on a sick leave form upon returning to work; other leave must be approved by immediate supervisor 3 days prior to leave. An approved request for leave must be on file in the county office or must be accounted for by the person preparing payroll time sheets within each school center.

**Holiday and Vacation Days**

Sept 2, 2019	Labor Day	Jan 6, 2020	Prof Day for Teachers
Oct 14, 2019	Teacher Work Day	Jan 20, 2020	M.L. King, Jr. Day
Nov 11, 2019	Veterans' Day	Feb 17, 2020	Presidents' Day
Nov 25-29, 2019	Thanksgiving Holidays	Mar 13, 2020	Teacher Work Day
Dec 20, 2019-Jan 2, 2020	Christmas/New Year's	Mar 16-20, 2020	Spring Break
Jan 3, 2020	Teacher Work Day	May 25, 2020	Memorial Day

- Early release days for students do not change the work-time for employees.

# APPROVED BY

MAY - 7 2019



WALTON COUNTY SCHOOL BOARD

## 2019-2020 PAYROLL DATES

10; 10+1; 10+2 Month Personnel

PAYROLL PERIOD		DUTY	PAID HOLIDAYS	TOTAL	DUE IN	CHECKS OUT
From	To	DAYS			DAYS	
Aug 05	Aug 26	16		16	Aug 19	August 30, 2019
Aug 27	Sept 17	15	Labor Day	16	Sept 16	September 27, 2019
Sept 18	Oct 09	16		16	Oct 18	October 31, 2019
Oct 10	Oct 31	16		16	Nov 8	November 22, 2019
Nov 01	Nov 22	15	Veterans' Day	16	Dec 5	December 18, 2019
Nov 28	Dec 25	14	Thanksgiving Day Christmas Day	16	Jan 17	January 31, 2020
Jan 01	Jan 23	14	New Year's Day M.L. King, Jr. Day	16	Feb 14	February 28, 2020
Jan 24	Feb 14	16		16	Mar 9	March 27, 2020
Feb 18	Mar 10	16		16	Apr 17	April 30, 2020
Mar 11	Apr 08	16		16	May 14	May 28, 2020
Apr 09	Apr 30	16		16	May 29	June 11, 2020
May 01	May 29	20		20	Jun 5	June 18, 2020
Total Days		190	6	196		

10 + 1 personnel (additional 20 days; not to exceed 150 hours): Jul 22 – Aug 2, 2019  
Jun 1 – Jun 12, 2020

10 + 2 personnel (additional 40 days; not to exceed 300 hours): Jul 8 – Aug 2, 2019  
Jun 1 – Jun 26, 2020

### HOLIDAYS

Sept 2, 2019	Labor Day
Nov 11, 2019	Veterans' Day
Nov 25-29, 2019	Thanksgiving Holidays
Dec 20-Jan 2, 2020	Christmas/New Year's Holidays
Jan 20, 2020	M.L. King, Jr. Day
Feb 17, 2020	Presidents' Day
Mar 16-20, 2020	Spring Break
May 25, 2020	Memorial Day

Personnel are expected on the job all duty days listed on the schedule unless covered by a proper request for approval of leave. Leave other than sick leave must be approved three days in advance and on file in the Superintendent's office for payroll purposes.

- Early release days for students do not change the work-time for employees.

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MAY - 7 2019

**2019-2020 PAYROLL DATES**  
12 Month Personnel

WALTON COUNTY SCHOOL BOARD

PAYROLL PERIOD		DUTY DAYS	PAID HOLIDAYS	TOTAL DAYS	DUE IN PAYROLL OFFICE	CHECKS OUT
From	To					
Jul 1	Jul 31	20	Fourth of July	21	Jul 18	July 31, 2019
Aug 1	Aug 30	22		22	Aug 19	August 30, 2019
Sept 2	Sept 30	20	Labor Day	21	Sept 16	September 27, 2019
Oct 1	Oct 31	23		23	Oct 18	October 31, 2019
Nov 1	Nov 28	15	Veterans' Day Thanksgiving Day	17	Nov 8	November 22, 2019
Dec 2	Dec 25	14	Christmas Eve Christmas Day	16	Dec 5	December 18, 2019
Jan 1	Jan 31	20	New Year's Day ML King, Jr Day	22	Jan 17	January 31, 2020
Feb 3	Feb 28	19	Presidents' Day	20	Feb 14	February 28, 2020
Mar 2	Mar 31	17		17	Mar 9	March 27, 2020
Apr 1	Apr 30	22		22	Apr 17	April 30, 2020
May 1	May 29	20	Memorial Day	21	May 15	May 29, 2020
Jun 1	Jun 30	22		22	Jun 17	June 30, 2020
<b>Total Days</b>		<b>234</b>	<b>10</b>	<b>244</b>		

### Holidays for 12-Month Personnel

July 3-5	Fourth of July
Sept 2	Labor Day
Nov 11	Veterans' Day
Nov 25-29	Thanksgiving Holidays
Dec 20-Jan 2	Christmas/New Year's Holidays
Jan 20	Martin Luther King, Jr. Day
Feb 17	Presidents' Day
Mar 16-20	Spring Break
May 25	Memorial Day

Twelve-month personnel are expected on the job all days, except holidays, unless covered by leave. Vacation and out-of-county leave must be approved in advance and on file in the Superintendent's office for payroll purposes.

Early release days for students do not change the work-time for employees.

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MAY - 7 2019



WALTON COUNTY SCHOOL BOARD

## 2019-2020 PAYROLL DATES

Substitutes, Tutors, OPS, SPICE

### Substitutes and Tutors:

PAYROLL PERIOD		DUE IN PAYROLL OFFICE	CHECKS OUT
From	To		
Jul 1	Jul 15	Jul 18	July 31, 2019
Jul 16	Aug 14	Aug 19	August 30, 2019
Aug 15	Sept 12	Sept 16	September 27, 2019
Sept 13	Oct 15	Oct 18	October 31, 2019
Oct 16	Nov 5	Nov 08	November 22, 2019
Nov 6	Dec 2	Dec 5	December 18, 2019
Dec 3	Jan 14	Jan 17	January 31, 2020
Jan 15	Feb 11	Feb 14	February 28, 2020
Feb 12	Mar 6	Mar 9	March 27, 2020
Mar 9	Apr 14	Apr 17	April 30, 2020
Apr 15	May 11	May 14	May 28, 2020
May 12	May 28	Jun 5	June 18, 2020
May 29	Jun 30	Jun 17	June 30, 2020

### OPS and SPICE:

PAYROLL PERIOD		DUE IN PAYROLL OFFICE	CHECKS OUT
From	To		
Jul 1	Jul 15	Jul 18	July 31, 2019
Jul 16	Aug 14	Aug 19	August 30, 2019
Aug 15	Sept 12	Sept 16	September 27, 2019
Sept 13	Oct 15	Oct 18	October 31, 2019
Oct 16	Nov 5	Nov 08	November 22, 2019
Nov 6	Dec 2	Dec 5	December 18, 2019
Dec 3	Jan 14	Jan 17	January 31, 2020
Jan 15	Feb 11	Feb 14	February 28, 2020
Feb 12	Mar 6	Mar 9	March 27, 2020
Mar 9	Apr 14	Apr 17	April 30, 2020
Apr 15	May 13	May 15	May 29, 2020
May 14	Jun 30	Jun 17	June 30, 2020