## VESTAL CENTRAL SCHOOL DISTRICT 2023-2024 Staff Calendar <br> BOE APPROVED 5/2/2023 <br> (updated 9/28/2023)



2023-2024
Pay Period Schedule


For - Bus Drivers \&<br>Attendants<br>21 pays

| For - Administrators |
| :--- |
| $\quad$ Clerical |
| $\quad$ Auto Mechanics |
| $\quad$ Facilities $\&$ Operations |
| 26 pays -12 month |
| 23 pays -11 month $\star$ |
| 21 pays -10 month |

July $\qquad$ 6

August .................. 3 20

17
September ........ 14 September ......... 14
28
28
October.............. 12 October.............. 12
$\begin{aligned} & 26 \\ & \text { November ........... } 9 \\ & 26\end{aligned}$
22
December ........... 7
21 $\quad$ December........... 78
January............... $4 \quad$ January ............... 4
February .............. 1
February .............. 1
1
15
March................. 14
28
April .................... 11
25
May........................ 9
9
23
June..................... 6
29

March................. 14
April .................... 11
May...................... 9
23
June..................... 6
$20+$
10 months - Payment starts September 14, 2023
^11 months - Payment starts August 17, 2023
$\left\{\begin{array}{c}26 \text { payrolls - Final check on June 20, 2024, includes } 1 \text { regular pay plus multiple check } \\ \text { equal to } 5 \text { salary payments OR } \\ 21 \text { payrolls - No multiple check on June 20, } 2024\end{array}\right.$

- Payroll day falls on Wednesday
*Hourly employees shall receive their first pay in accordance with the following schedule:

Position
Dates
Eligible Hours for 1st Payroll
Bus Drivers, Standbys, Attendants $9 / 6,9 / 7,9 / 8 \quad 4 \mathrm{hrs}$. per day, up to 12 hrs . (split-run, up to 6 hrs .)
Note: Time sheets for the hourly employees noted above should be submitted on $9 / 7$ with hours for 9/6, 9/7 and 9/8 only. Any hourly employee absences on 9/6, 9/7 and 9/8 should be reported to the Personnel Office by the close of the business day, 9/8.

Reminder: Last regular bi-weekly payroll in fiscal '23-'24 will be 6/20/24.

