



2023-24 Flexible Payroll Calendar for Certificated Assignments Starting After June 30, 2023

Track _____

For office use only

#	Month	First Week					Second Week					Third Week					Fourth Week					Planned Workdays		Actual Days Worked			
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Regular Schedule	Other Assignmts				
1	Jul											Jul 3	+	4	5	6	7	10	11	12	13	14					
2	Jul - Aug	17	18	19	20	21	24	25	26	27	28	31	Aug 1	2	3	4	7	8	9	10	11						
3	Aug - Sep	14	15	16	17	18	21	22	23	24	25	28	29	30	31	Sep 1	+	4	5	6	7	8					
4	Sep - Oct	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Oct 2	3	4	5	6						
5	Oct - Nov	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	Nov 30	31	1	2	3						
6	Nov - Dec	6	7	8	9	+	10	13	14	15	16	17	20	21	22	+	23	x	24	Dec 27	28	29	30	1			
7	Dec	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	+	x	25	26	27	28	29				
8	Dec - Jan	+	1	2	3	4	5	8	9	10	11	12	+	15	16	17	18	19	22	23	24	25	26				
9	Jan - Feb	29	30	31	Feb 1	2	5	6	7	8	9	+	12	13	14	15	16	+	19	20	21	22	23				
10	Feb - Mar	26	27	28	29	Mar 1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22						
11	Mar - Apr	25	26	27	28	+	29	Apr 1	2	3	4	5	8	9	10	11	12	15	16	17	18	19					
12	Apr - May	22	23	24	25	26	29	30	May 1	2	3	6	7	8	9	10	13	14	15	16	17						
13	May - Jun	20	21	22	23	24	+	27	28	29	30	31	Jun 3	4	5	6	7	10	11	12	13	14					
14	Jun	17	18	+	19	20	21	24	25	26	27	28															
																	Subtotal										
																	Total Planned Workdays										

- + Legal holidays
- # Non-duty equalization day for 12-month employees
- x Board declared holiday

Site _____ Employee ID _____

Employee _____
 Print Name Employee Signature

Plan Approved _____
 Site Administrator Date

Actuals Certified: _____
 Site Administrator Date