

2023-2024

ADMINISTRATIVE AND LICENSED PAYROLL CALENDAR  
FOR HCM APPROVAL DEADLINES, PAY PERIOD DATES, AND PAY DATES

PAY PERIOD DATES	HOLIDAY(S)		HCM APPROVAL	
			DEADLINE	PAY DATE
			BY 5:00 P.M.	
08/01/23 - 08/15/23	08/02/23	Returning Licensed Employees Begin Work Year	07/31/23	08/10/23
	08/07/23	Classes Begin		
08/16/23 - 08/31/23			08/15/23	08/25/23
09/01/23 - 09/15/23	09/04/23	Labor Day Holiday	08/31/23	09/08/23
09/16/23 - 09/30/23			09/15/23	09/25/23
10/01/23 - 10/15/23			09/29/23	10/10/23
10/16/23 - 10/31/23	10/27/23	Nevada Day Holiday	10/13/23	10/25/23
11/01/23 - 11/15/23	11/10/23	Veterans Day Holiday	10/31/23	11/09/23
11/16/23 - 11/30/23	11/22/23	No School for Students and Licensed Employees	11/15/23	11/22/23
	11/23/23 and 11/24/23	Thanksgiving Day and Family Day		
12/01/23 - 12/15/23			11/30/23	12/08/23***
12/16/23 - 12/31/23	12/18/23 - 12/29/23	Winter Break	12/08/23	EARLY 12/15/23
	12/25/23 - 12/26/23	Winter Break Holidays		
01/01/24 - 01/15/24	01/01/24	New Year's Day Holiday	12/29/23	01/10/24
	01/02/24	Classes Resume		
	01/15/24	Martin Luther King, Jr. Holiday		
01/16/24 - 01/31/24			01/12/24	01/25/24***
02/01/24 - 02/15/24			01/31/24	02/09/24
02/16/24 - 02/29/24	02/19/24	Presidents' Day Holiday	02/15/24	02/23/24
03/01/24 - 03/15/24	03/11/24 - 03/15/24	Spring Break	02/29/24	03/08/24
		03/15/24 Spring Holiday		
03/16/24 - 03/31/24	03/29/24	No School for Students and Licensed Employees	03/14/24	03/25/24***
04/01/24 - 04/15/24			03/29/24	04/10/24
04/16/24 - 04/30/24	04/26/24	No School for Students and Licensed Employees	04/15/24	04/25/24***
05/01/24 - 05/15/24			04/30/24	05/10/24
05/16/24 - 05/31/24	05/20/24	End of School Year	05/15/24	05/24/24
	05/21/24	Licensed Employees End Work Year		
	05/27/24	Memorial Day Holiday		
06/01/24 - 06/15/24			05/31/24	06/10/24***
06/16/24 - 06/30/24	06/14/24	11-Month Administrators End Work Year	06/14/24	06/25/24
	06/19/24	Juneteenth Holiday		
	06/28/24	12-Month Administrators End Work Year		
07/01/24 - 07/15/24	07/01/24	12-Month Administrators Begin Work Year	06/28/24	07/10/24
	07/04/24	Independence Day Holiday		
07/16/24 - 07/31/24	07/24/24	11-Month Administrators Begin Work Year	07/15/24	07/25/24
	07/31/24	New Licensed Employees Begin Work Year		
08/01/24 - 08/15/24	08/07/24	Returning Licensed Employees Begin Work Year	07/31/24	08/09/24
	08/12/24	Classes Begin		
08/16/24 - 08/31/24			08/15/24	08/23/24
<b>NOTE:</b>	12-Month Administrator Contracts are Paid			07/10/23 thru 06/25/24
	11-Month Administrator Contracts are Paid			08/10/23 thru 07/25/24
	Licensed Employees Contracts are Paid		CER	09/08/23 thru 08/23/24
			CEY	08/10/23 thru 07/25/24
<b>NOTE:</b>	Coaching Paydates:		12/08/23, 01/25/24, 03/25/24, 04/25/24, and 06/10/24	***
	Licensed Employees Longevity Payoff:			06/25/24
	Licensed Employees Unused Personal Leave/Universal Payoff:		CEY	7/24/2024
	Licensed Employees Unused Personal Leave/Universal Payoff:		CER	8/23/2024
	Administrator Excess Vacation Payoff:			7/10/2024