

**2024-2025 PAYROLL CALENDAR
FULL-TIME 12-MONTH PERSONNEL**

FROM	TO	NO. WORK DAYS	PAYDATE
07-01-2024	07-31-2024	22	07-31-2024
08-01-2024	08-30-2024	22	08-30-2024
09-03-2024	09-30-2024	20	09-30-2024
10-01-2024	10-31-2024	23	10-31-2024
11-01-2024	11-26-2024	17	11/26/2024
12-02-2024	12-17-2024	12	12-17-2024
01-02-2025	01-31-2025	21	01-31-2025
02-03-2025	02-28-2025	20	02-28-2025
03-03-2025	03-31-2025	16	03-31-2025
04-01-2025	04-30-2025	22	04-30-2025
05-01-2025	05-30-2025	21	05-30-2025
06-02-2025	06-30-2025	21	06-30-2025
	TOTAL	237	

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Monthly Pay Amount: Annual salary divided by 12.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

New Employee Pro-Rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full months remaining in contract period and subtract that amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

COLLEGE CLOSED:

July 4, 2024

September 2, 2024

November 11, 2024

November 27-29, 2024

December 18, 2024 - January 1, 2025

January 20, 2025

March 17-21, 2025

May 26, 2025

NOTE: Attendance at all Annual Commencements is required of Administrative and Twelve Month Instructional Personnel.