

**2024 - 2025 PAYROLL CALENDAR  
FULL-TIME 9-MONTH FACULTY - PAY PLAN II**

FROM	TO	NO. WORK DAYS	PAYDATE
08-13-2024	08-30-2024	14	08-30-2025
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	12-13-2024	10	12-17-2024
01-07-2025	01-31-2025	18	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	05-09-2025	7	05-30-2025
06-02-2025	06-30-2025	0	06-30-2025
	<b>TOTAL</b>	<b>167</b>	

**Pay Plan II:** Instructors' compensation will be divided into **eleven equal checks** paid August through June.

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

**Uncompensated Absence Computation:** Daily rate X number of days absent without leave. Amount of computation 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 month checks remaining to be paid in contract period and subtract this 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.

**NOTICE:** Once a pay plan selection has been made, it **cannot** be changed during the fiscal year.

**FACULTY HOLIDAYS:**

September 2, 2024	November 11, 2024	December 16-31, 2024	January 20, 2025
	November 27-29, 2024	January 1-6, 2025	March 17-21, 2025

**NOTE:** Attendance at all Annual Commencements is required of Nine Month Instructional Personnel.