

**OKALOOSA COUNTY SCHOOL BOARD
12 MONTH PERSONNEL (252 DAYS)
PAYROLL CALENDAR
FISCAL YEAR 2023-2024**

DATES	TOTAL DAYS	PAYROLL DUE DATE
July 3 - July 31	21	July 12
August 1 - August 31	23	August 16
September 1 - September 29	21	September 11
October 2 - October 31	22	October 11
November 1 - November 30	19	November 2
December 1 - December 29	18	December 1
January 1 - January 31	21	January 9
February 1 - February 29	21	February 9
March 1 - March 29	21	March 5
April 1 - April 30	22	April 10
May 1 - May 31	23	May 13
June 3 - June 28	<u>20</u> 252	June 7

PAID HOLIDAYS

July 4.....	Independence Day.....	1 Day
September 4.....	Labor Day.....	1 Day
November 10.....	Veteran's Day.....	1 Day
November 23.....	Thanksgiving.....	1 Day
December 25, Jan 1.....	Christmas	2 Days

PAID NON-DUTY DAYS

November 24.....	Thanksgiving.....	1 Day
December 22,29.....	Christmas.....	2 Days
January 15.....	M.L. King, Jr. Birthday.....	1 Day
February 19.....	Presidents' Day	1 Day
May 27.....	Memorial Day.....	1 Day

NON-DUTY DAYS - DO NOT REPORT

November 20-22.....	Thanksgiving.....	3 Days
December 26-28, Jan 2-3.....	Winter Break.....	5 Days

The following personnel will be reported in accordance with this payroll calendar:

Pay Types: 002,020,030,041,042,051,061

1. 252 Day Salaried Personnel
2. 252 Day Hourly Personnel

Checks will be issued on the last working day of each month.

NOTE: November checks issued on November 17
 December checks issued on December 20
 January checks issued on January 26
 June checks issued on June 26