

**OKALOOSA COUNTY SCHOOL BOARD
 TEMPORARY PERSONNEL
 PAYROLL CALENDAR
 FISCAL YEAR 2023-2024**

DATES	TOTAL DAYS	PAYROLL DUE DATE
July 3 - July 12	7	July 12
July 13 - August 9	20	August 16
August 10 - September 7	20	September 11
September 8 - October 4	19	October 11
October 5 - October 31	19	November 2
November 1 - November 30	16	December 1
December 1 - January 8	16	January 9
January 9 - February 6	20	February 9
February 7 - March 5	19	March 5
March 6 - April 10	26	April 10
April 11 - May 13	23	May 13
May 14 - June 28	33	June 7
	<u>238</u>	

NON-DUTY DAYS - DO NOT REPORT

July 4.....	Independence Day.....	1 Day
September 4.....	Labor Day.....	1 Day
November 10.....	Veteran's Day.....	1 Day
November 20-24.....	Thanksgiving.....	5 Days
December 22 - Jan 5.....	Winter Break	11 Days
January 15.....	M.L. King, Jr. Birthday.....	1 Day
February 19	Presidents' Day	1 Day
May 27.....	Memorial Day.....	1 Day

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

Pay Types: 104,179

1. Adult Education Instructors
2. All Temporary Personnel (exception: teachers)
3. Substitute 12 month Personnel

Please report personnel for actual time worked during each payroll period. This may vary from total days above according to type of employee (i.e. 9,10, or 12 month)

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