

**OKALOOSA COUNTY SCHOOL BOARD  
 TEMPORARY PERSONNEL  
 PAYROLL CALENDAR  
 FISCAL YEAR 2024-2025**

DATES	TOTAL DAYS	PAYROLL DUE DATE
July 1 - July 12	9	July 11
July 15 - August 9	20	August 16
August 12 - September 9	20	September 11
September 10 - October 4	19	October 11
October 7 - October 31	19	November 4
November 1 - December 2	16	December 3
December 3 - January 8	17	January 9
January 9 - February 6	20	February 7
February 7 - March 5	18	March 5
March 6 - April 10	26	April 10
April 11 - May 12	22	May 9
May 14 - June 30	34	June 11
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**NON-DUTY DAYS - DO NOT REPORT**

July 4.....	Independence Day.....	1 Day
September 2.....	Labor Day.....	1 Day
November 11.....	Veteran's Day.....	1 Day
November 25-29.....	Thanksgiving.....	5 Days
December 23 - Jan 3.....	Winter Break .....	10 Days
January 20.....	M.L. King, Jr. Birthday.....	1 Day
February 17 .....	Presidents' Day .....	1 Day
May 26.....	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 22  
 December checks issued on December 19  
 January checks issued on January 27  
 June checks issued on June 26