

**OKALOOSA COUNTY SCHOOL BOARD
TEMPORARY PERSONNEL
PAYROLL CALENDAR
FISCAL YEAR 2025-2026**

DATES	TOTAL DAYS	PAYROLL DUE DATE
July 1 - July 11	8	July 14
July 14 - August 12	22	August 15
August 13 - September 9	19	September 10
September 10 - October 6	19	October 13
October 7 - October 31	19	November 5
November 3 - December 2	16	December 4
December 3 - January 8	17	January 8
January 9 - February 5	19	February 6
February 6 - March 4	18	March 4
March 5 - April 9	26	April 10
April 10 - May 12	23	May 8
May 13 - June 30	34	June 11
	<u>240</u>	

NON-DUTY DAYS - DO NOT REPORT

July 4.....	Independence Day.....	1 Day
September 1.....	Labor Day.....	1 Day
November 11.....	Veteran's Day.....	1 Day
November 24-28.....	Thanksgiving.....	5 Days
December 22 - Jan 2.....	Winter Break	10 Days
January 19.....	M.L. King, Jr. Birthday.....	1 Day
February 16	Presidents' Day	1 Day
May 25.....	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 21
December checks issued on December 18
January checks issued on January 26
June checks issued on June 26