

12 MONTH HOURLY PART-TIME EMPLOYEES

For APECS use only											
Timesheet	Calendar	TIMESHEET	ATTENDANCE	WORK	PAID	TOTAL PAID	NON PAID	APPROVAL		Total all Days	
Pay Period	Pay Period	& PAYROLL	PERIODS	DAYS	HOLIDAYS	DAYS	DAYS	DEADLINE	PAY DAY		
1	1	Calendar Days in Pay Period		0.00		0.00		06/27/25	07/03/25		
2	2	7/1/2025	7/11/2025	9.00		9.00	1.00	07/11/25	07/18/25	10.00	
3	3	7/12/2025	7/25/2025	10.00		10.00		07/25/25	08/01/25	10.00	
4	4	7/26/2025	8/8/2025	10.00		10.00		08/08/25	08/15/25	10.00	
5	5	8/9/2025	8/22/2025	10.00		10.00		08/22/25	08/29/25	10.00	
6	6	8/23/2025	9/5/2025	9.00		9.00	1.00	09/05/25	09/12/25	10.00	
7	7	9/6/2025	9/19/2025	10.00		10.00		09/19/25	09/26/25	10.00	
8	8	9/20/2025	10/3/2025	10.00		10.00		10/03/25	10/10/25	10.00	
9	9	10/4/2025	10/17/2025	10.00		10.00		10/17/25	10/24/25	10.00	
10	10	10/18/2025	10/31/2025	10.00		10.00		10/31/25	11/07/25	10.00	
11	11	11/1/2025	11/14/2025	9.00		9.00	1.00	11/14/25	11/21/25	10.00	
12	12	11/15/2025	11/28/2025	8.00		8.00	2.00	11/28/25	12/05/25	10.00	
13	13	11/29/2025	12/12/2025	10.00		10.00		12/12/25	12/19/25	10.00	
14	14	12/13/2025	12/26/2025	7.00		7.00	3.00	12/26/25	01/02/26	10.00	
15	15	12/27/2025	1/9/2026	6.00		6.00	4.00	01/09/26	01/16/26	10.00	
16	16	1/10/2026	1/23/2026	9.00		9.00	1.00	01/23/26	01/30/26	10.00	
17	17	1/24/2026	2/6/2026	10.00		10.00		02/06/26	02/13/26	10.00	
18	18	2/7/2026	2/20/2026	10.00		10.00		02/20/26	02/27/26	10.00	
19	19	2/21/2026	3/6/2026	10.00		10.00		03/06/26	03/13/26	10.00	
20	20	3/7/2026	3/20/2026	8.00		8.00	2.00	03/20/26	03/27/26	10.00	
21	21	3/21/2026	4/3/2026	9.00		9.00	1.00	04/03/26	04/10/26	10.00	
22	22	4/4/2026	4/17/2026	10.00		10.00		04/17/26	04/24/26	10.00	
23	23	4/18/2026	5/1/2026	10.00		10.00		05/01/26	05/08/26	10.00	
24	24	5/2/2026	5/15/2026	10.00		10.00		05/15/26	05/22/26	10.00	
25	25	5/16/2026	5/29/2026	9.00		9.00	1.00	05/29/26	06/05/26	10.00	
26	26	5/30/2026	6/12/2026	10.00		10.00		06/12/26	06/19/26	10.00	
Part of 1st ck in FY 26-27		6/13/2026	6/26/2026	9.00		9.00	1.00	06/26/26	07/03/26	10.00	
				242.00	0.00	242.00	18.00				260.00

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

Non-work/Non Paid

Independence Day	July 4, 2025	1.00
Labor Day	September 1, 2025	1.00
Veterans Day	November 11, 2025	1.00
Thanksgiving	November 27-28, 2025	2.00
Winter Break- Paid Days	Dec 24, 2025 - Jan 1, 2026	7.00
Martin Luther King Jr Day	January 19, 2026	1.00
Spring Break-Paid Days	March 19, 20, 2026	2.00
Good Friday	April 3, 2026	1.00
Memorial Day	May 25, 2026	1.00
Juneteenth	June 19, 2026	1.00
Total Holidays		18.00