

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2024-25
10.5 MONTH HOURLY INTERNS (Scheduled Work Year 07/22/24 - 06/04/25)

Part-time Interns

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL Calendar Days in Pay Period	ATTENDANCE PERIODS Pay Period	WORK DAYS	PAID HOLIDAYS	TOTAL PAID DAYS	NON PAID DAYS	APPROVAL DEADLINE	For APECS use only		Total all Days
									PAY DAY	10-MHP	
1	1			0.00		0.00		06/28/24	07/05/24		0.00
2	2	7/1/2024	7/12/2024	0.00		0.00	10.00	07/12/24	07/19/24		10.00
3	3	7/13/2024	7/26/2024	5.00		5.00	5.00	07/26/24	08/02/24		10.00
4	4	7/27/2024	8/9/2024	10.00		10.00		08/09/24	08/16/24		10.00
5	5	8/10/2024	8/23/2024	10.00		10.00		08/23/24	08/30/24		10.00
6	6	8/24/2024	9/6/2024	9.00		9.00	1.00	09/06/24	09/13/24		10.00
7	7	9/7/2024	9/20/2024	10.00		10.00		09/20/24	09/27/24		10.00
8	8	9/21/2024	10/4/2024	10.00		10.00		10/04/24	10/11/24		10.00
9	9	10/5/2024	10/18/2024	5.00		5.00	5.00	10/18/24	10/25/24		10.00
10	10	10/19/2024	11/1/2024	10.00		10.00		11/01/24	11/08/24		10.00
11	11	11/2/2024	11/15/2024	9.00		9.00	1.00	11/15/24	11/22/24		10.00
12	12	11/16/2024	11/29/2024	5.00		5.00	5.00	11/29/24	12/06/24		10.00
13	13	11/30/2024	12/13/2024	10.00		10.00		12/13/24	12/20/24		10.00
14	14	12/14/2024	12/27/2024	5.00		5.00	5.00	12/27/24	01/03/25		10.00
15	15	12/28/2024	1/10/2025	5.00		5.00	5.00	01/10/25	01/17/25		10.00
16	16	1/11/2025	1/24/2025	9.00		9.00	1.00	01/24/25	01/31/25		10.00
17	17	1/25/2025	2/7/2025	10.00		10.00		02/07/25	02/14/25		10.00
18	18	2/8/2025	2/21/2025	10.00		10.00		02/21/25	02/28/25		10.00
19	19	2/22/2025	3/7/2025	10.00		10.00		03/07/25	03/14/25		10.00
20	20	3/8/2025	3/21/2025	5.00		5.00	5.00	03/21/25	03/28/25		10.00
21	21	3/22/2025	4/4/2025	10.00		10.00		04/04/25	04/11/25		10.00
22	22	4/5/2025	4/18/2025	9.00		9.00	1.00	04/18/25	04/25/25		10.00
23	23	4/19/2025	5/2/2025	10.00		10.00		05/02/25	05/09/25		10.00
24	24	5/3/2025	5/16/2025	10.00		10.00		05/16/25	05/23/25		10.00
25	25	5/17/2025	5/30/2025	9.00		9.00	1.00	05/30/25	06/06/25		10.00
26	26	5/31/2025	6/13/2025	3.00		3.00	7.00	06/13/25	06/20/25		10.00
27	27	6/14/2025	6/27/2025	0.00		0.00	10.00	06/27/25	07/03/25		10.00
				198.00	0.00	198.00	62.00			260.00	

Start date is 7/22/2024 and end date is 6/4/2025

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

Labor Day	September 2, 2024	1.00
Fall Break -	Oct. 7-11, 2024	5.00
Veterans Day	November 11, 2024	1.00
Thanksgiving	November 25-29, 2024	5.00
Winter Break	Dec 23, 2024 - Jan 3, 2025	10.00
Martin Luther King, Jr Day	January 20, 2025	1.00
Spring Break	March 10-14, 2025	5.00
Good Friday	April 18, 2025	1.00
Memorial Day	May 26, 2025	1.00
Total non-paid days		30.00