

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2024-25
11 MONTH HOURLY (Scheduled Work Year 07/15/24 - 06/11/25)

CSH-Family Resource Associates, Clerical Assistants, General Office Secretaries

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL Calendar Days in Pay Period	ATTENDANCE PERIODS 7/12/2024	WORK DAYS	PAID HOLIDAYS	TOTAL PAID DAYS	NON PAID DAYS	APPROVAL DEADLINE	For APECS use only	Total all Days
									11MH	
									PAY DAY	
1	1					0.00		06/28/24	07/05/24	0.00
2	2	7/1/2024	7/12/2024			0.00	10.00	07/12/24	07/19/24	10.00
3	3	7/13/2024	7/26/2024	10.00		10.00		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	1.00	10.00		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	3.00	8.00	2.00	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	1.00	10.00		11/15/24	11/22/24	10.00
12	12	11/16/2024	11/29/2024	5.00	2.00	7.00	3.00	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	4.00	9.00	1.00	12/27/24	01/03/25	10.00
15	15	12/28/2024	1/10/2025	5.00	2.00	7.00	3.00	01/10/25	01/17/25	10.00
16	16	1/11/2025	1/24/2025	9.00	1.00	10.00		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	10.00		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	1.00	10.00		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	8.00		8.00	2.00	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
				208.00	20.00	228.00	32.00			260.00

Start date is 7/15/2024 and end date is 6/11/2025

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.

HOLIDAYS / VACATION

Labor Day	September 2, 2024	1.00
Fall Break	Oct. 9-11, 2024	3.00
Veterans Day	November 11, 2024	1.00
Thanksgiving	November 28, 29, 2024	2.00
Winter Break - Paid Days	Dec 24-27, 31; Jan 1, 2025	6.00
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
Total Holidays		20.00

Non-work/Non Paid

Fall Break Oct. 7-8, 2024	2.00
Thanksgiving Nov. 25-27, 2024	3.00
Winter Break - Dec. 23, 30; Jan 2,3, 2025	4.00
Memorial Day May 26, 2025	1.00
Total	10.00