

# Marion County Schools

**2015-16**

## Pay Dates and Time Reporting Schedules

All full-time employees will receive twenty-four (24) checks per year. All deductions will be divided equally and deducted from both checks each month.  
Substitute and part-time employees will receive one check per month on the 15th pay date.

### **PAY DATES** **Certified and Classified Employees**

Month	Pay Dates
July	15, 31
August	14, 31
September	15, 30
October	15, 30
November	16, 30
December	15, 31
January	15, 29
February	16, 29
March	15, 31
April	15, 29
May	16, 31
June	15, 30

Checks will not be issued early.

**CERTIFIED and CLASSIFIED TIME REPORTS** are due at the end of the last working day of each month. All time reports shall be submitted to the Central Office no later than the first working day of the next month. Substitute Employees will follow this same schedule.

# HOLIDAYS

## 2015-16 School Year

### Twelve-Month Classified Employees

July 3, 2015  
September 7, 2015  
November 26, 2015  
November 27, 2015  
December 24, 2015  
December 25, 2015  
December 31, 2015  
January 1, 2016  
May 30, 2016

### Twelve-Month Certified Employees

July 3, 2015  
September 7, 2015  
November 26, 2015  
December 25, 2015  
January 1, 2016  
May 30, 2016