

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
12 MONTH SALARIED (Scheduled Work Year 07/01/16 - 06/30/17)**

**Central Office, Principals, Vice Principals, Social Workers, School Psychologists, CNC Managerial & Prof. Staff
(admin assistants & clerical), Drug & Alcohol Counselors ,12 Month Teachers Exceptional Children**

**For APECS use only
12 MS
Paid over 26 Even
Pay Periods**

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL | APPROVAL DEADLINE * | PAY DAY | |
|-------------------------|------------------------|-----------------------------|-----------------------|--------------|------------------|--------|------------------------|----------|----|
| | | Calendar Days in Pay Period | | | | | | | |
| 1 | 1 | 7/1/2016 | 7/8/2016 | 5.00 | 1.00 | 6.00 | 07/07/16 | 07/15/16 | 26 |
| 2 | 2 | 7/9/2016 | 7/22/2016 | 10.00 | | 10.00 | 07/21/16 | 07/29/16 | 25 |
| 3 | 3 | 7/23/2016 | 8/5/2016 | 10.00 | | 10.00 | 08/04/16 | 08/12/16 | 24 |
| 4 | 4 | 8/6/2016 | 8/19/2016 | 10.00 | | 10.00 | 08/18/16 | 08/26/16 | 23 |
| 5 | 5 | 8/20/2016 | 9/2/2016 | 10.00 | | 10.00 | 09/01/16 | 09/09/16 | 22 |
| 6 | 6 | 9/3/2016 | 9/16/2016 | 9.00 | 1.00 | 10.00 | 09/15/16 | 09/23/16 | 21 |
| 7 | 7 | 9/17/2016 | 9/30/2016 | 10.00 | | 10.00 | 09/29/16 | 10/07/16 | 20 |
| 8 | 8 | 10/1/2016 | 10/14/2016 | 10.00 | | 10.00 | 10/13/16 | 10/21/16 | 19 |
| 9 | 9 | 10/15/2016 | 10/28/2016 | 10.00 | | 10.00 | 10/27/16 | 11/04/16 | 18 |
| 10 | 10 | 10/29/2016 | 11/11/2016 | 9.00 | 1.00 | 10.00 | 11/10/16 | 11/18/16 | 17 |
| 11 | 11 | 11/12/2016 | 11/25/2016 | 8.00 | 2.00 | 10.00 | 11/21/16 | 12/02/16 | 16 |
| 12 | 12 | 11/26/2016 | 12/9/2016 | 10.00 | | 10.00 | 12/08/16 | 12/16/16 | 15 |
| 13 | 13 | 12/10/2016 | 12/23/2016 | 9.00 | 1.00 | 10.00 | 12/19/16 | 12/30/16 | 14 |
| 14 | 14 | 12/24/2016 | 1/6/2017 | 4.00 | 6.00 | 10.00 | 01/05/17 | 01/13/17 | 13 |
| 15 | 15 | 1/7/2017 | 1/20/2017 | 9.00 | 1.00 | 10.00 | 01/19/17 | 01/27/17 | 12 |
| 16 | 16 | 1/21/2017 | 2/3/2017 | 10.00 | | 10.00 | 02/02/17 | 02/10/17 | 11 |
| 17 | 17 | 2/4/2017 | 2/17/2017 | 10.00 | | 10.00 | 02/16/17 | 02/24/17 | 10 |
| 18 | 18 | 2/18/2017 | 3/3/2017 | 10.00 | | 10.00 | 03/02/17 | 03/10/17 | 9 |
| 19 | 19 | 3/4/2017 | 3/17/2017 | 8.00 | 2.00 | 10.00 | 03/16/17 | 03/24/17 | 8 |
| 20 | 20 | 3/18/2017 | 3/31/2017 | 10.00 | | 10.00 | 03/30/17 | 04/07/17 | 7 |
| 21 | 21 | 4/1/2017 | 4/14/2017 | 9.00 | 1.00 | 10.00 | 04/13/17 | 04/21/17 | 6 |
| 22 | 22 | 4/15/2017 | 4/28/2017 | 10.00 | | 10.00 | 04/27/17 | 05/05/17 | 5 |
| 23 | 23 | 4/29/2017 | 5/12/2017 | 10.00 | | 10.00 | 05/11/17 | 05/19/17 | 4 |
| 24 | 24 | 5/13/2017 | 5/26/2017 | 10.00 | | 10.00 | 05/25/17 | 06/02/17 | 3 |
| 25 | 25 | 5/27/2017 | 6/9/2017 | 9.00 | 1.00 | 10.00 | 06/08/17 | 06/16/17 | 2 |
| 26 | 26 | 6/10/2017 | 6/30/2017 | 14.00 | | 14.00 | 06/22/17 | 06/30/17 | 1 |
| | | | Total | 243.00 | 17.00 | 260.00 | | | |

Note: 12MS employees are paid evenly over 26 pay periods, therefore this calendar should be used as a guide for paydays and holidays only . It does not represent the actual number of days being paid during a pay period.

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

| | | |
|------------------------|--------------------------------|-----------|
| Independence Day | July 4, 2016 | 1 |
| Labor Day | September 5, 2016 | 1 |
| Veterans Day | November 11, 2016 | 1 |
| Thanksgiving | November 24-25, 2016 | 2 |
| Winter Break | Dec 23, 2016 - January 2, 2017 | 7 |
| Martin Luther King Day | January 16, 2017 | 1 |
| Spring Break | March 16-17, 2017 | 2 |
| Good Friday | April 14, 2017 | 1 |
| Memorial Day | May 29, 2017 | 1 |
| Total Holidays | | 17 |