

**12 MONTH HOURLY PART-TIME EMPLOYEES**

| Timesheet<br>Pay Period    | Calendar<br>Pay Period | TIMESHEET<br>& PAYROLL<br>Calendar Days in Pay Period | ATTENDANCE<br>PERIODS | WORK<br>DAYS | PAID<br>HOLIDAYS | TOTAL PAID<br>DAYS | NON PAID<br>DAYS | APPROVAL<br>DEADLINE | For APECS use only<br>10-MHP |         | Total all Days |
|----------------------------|------------------------|---|-----------------------|--------------|------------------|--------------------|------------------|----------------------|------------------------------|---------|----------------|
|                            |                        |   |                       |              |                  |                    |                  |                      | PAY DAY                      | PAY DAY |                |
| 1                          | 1                      |   |                       | 0.00         |                  | 0.00               |                  | 06/26/26             | 07/03/26                     | 0.00    |                |
| 2                          | 2                      | 7/1/2026  | 7/10/2026             | 9.00         |                  | 9.00               | 1.00             | 07/10/26             | 07/17/26                     | 10.00   |                |
| 3                          | 3                      | 7/11/2026   | 7/24/2026             | 10.00        |                  | 10.00              |                  | 07/24/26             | 07/31/26                     | 10.00   |                |
| 4                          | 4                      | 7/25/2026   | 8/7/2026              | 10.00        |                  | 10.00              |                  | 08/07/26             | 08/14/26                     | 10.00   |                |
| 5                          | 5                      | 8/8/2026  | 8/21/2026             | 10.00        |                  | 10.00              |                  | 08/21/26             | 08/28/26                     | 10.00   |                |
| 6                          | 6                      | 8/22/2026   | 9/4/2026              | 10.00        |                  | 10.00              |                  | 09/04/26             | 09/11/26                     | 10.00   |                |
| 7                          | 7                      | 9/5/2026  | 9/18/2026             | 9.00         |                  | 9.00               | 1.00             | 09/18/26             | 09/25/26                     | 10.00   |                |
| 8                          | 8                      | 9/19/2026   | 10/2/2026             | 10.00        |                  | 10.00              |                  | 10/02/26             | 10/09/26                     | 10.00   |                |
| 9                          | 9                      | 10/3/2026   | 10/16/2026            | 10.00        |                  | 10.00              |                  | 10/16/26             | 10/23/26                     | 10.00   |                |
| 10                         | 10                     | 10/17/2026  | 10/30/2026            | 10.00        |                  | 10.00              |                  | 10/30/26             | 11/06/26                     | 10.00   |                |
| 11                         | 11                     | 10/31/2026  | 11/13/2026            | 9.00         |                  | 9.00               | 1.00             | 11/13/26             | 11/20/26                     | 10.00   |                |
| 12                         | 12                     | 11/14/2026  | 11/27/2026            | 8.00         |                  | 8.00               | 2.00             | 11/27/26             | 12/04/26                     | 10.00   |                |
| 13                         | 13                     | 11/28/2026  | 12/11/2026            | 10.00        |                  | 10.00              |                  | 12/11/26             | 12/18/26                     | 10.00   |                |
| 14                         | 14                     | 12/12/2026  | 12/25/2026            | 8.00         |                  | 8.00               | 2.00             | 12/25/26             | 12/31/26                     | 10.00   |                |
| 15                         | 15                     | 12/26/2026  | 1/8/2027              | 5.00         |                  | 5.00               | 5.00             | 01/08/27             | 01/15/27                     | 10.00   |                |
| 16                         | 16                     | 1/9/2027  | 1/22/2027             | 9.00         |                  | 9.00               | 1.00             | 01/22/27             | 01/29/27                     | 10.00   |                |
| 17                         | 17                     | 1/23/2027   | 2/5/2027              | 10.00        |                  | 10.00              |                  | 02/05/27             | 02/12/27                     | 10.00   |                |
| 18                         | 18                     | 2/6/2027  | 2/19/2027             | 10.00        |                  | 10.00              |                  | 02/19/27             | 02/26/27                     | 10.00   |                |
| 19                         | 19                     | 2/20/2027   | 3/5/2027              | 10.00        |                  | 10.00              |                  | 03/05/27             | 03/12/27                     | 10.00   |                |
| 20                         | 20                     | 3/6/2027  | 3/19/2027             | 8.00         |                  | 8.00               | 2.00             | 03/19/27             | 03/26/27                     | 10.00   |                |
| 21                         | 21                     | 3/20/2027   | 4/2/2027              | 9.00         |                  | 9.00               | 1.00             | 04/02/27             | 04/09/27                     | 10.00   |                |
| 22                         | 22                     | 4/3/2027  | 4/16/2027             | 10.00        |                  | 10.00              |                  | 04/16/27             | 04/23/27                     | 10.00   |                |
| 23                         | 23                     | 4/17/2027   | 4/30/2027             | 10.00        |                  | 10.00              |                  | 04/30/27             | 05/07/27                     | 10.00   |                |
| 24                         | 24                     | 5/1/2027  | 5/14/2027             | 10.00        |                  | 10.00              |                  | 05/14/27             | 05/21/27                     | 10.00   |                |
| 25                         | 25                     | 5/15/2027   | 5/28/2027             | 10.00        |                  | 10.00              |                  | 05/28/27             | 06/04/27                     | 10.00   |                |
| 26                         | 26                     | 5/29/2027   | 6/11/2027             | 9.00         |                  | 9.00               | 1.00             | 06/11/27             | 06/18/27                     | 10.00   |                |
| Part of 1st ck in FY 27-28 |                        | 6/12/2027   | 6/25/2027             | 9.00         |                  | 9.00               | 1.00             | 06/25/27             | 07/02/27                     | 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 3, 2026               | 1.00  |
| Labor Day                 | September 7, 2026          | 1.00  |
| Veterans Day              | November 11, 2026          | 1.00  |
| Thanksgiving              | November 26-27, 2026       | 2.00  |
| Winter Break- Paid Days   | Dec 24, 2026 - Jan 1, 2027 | 7.00  |
| Martin Luther King Jr Day | January 18, 2027           | 1.00  |
| Spring Break-Paid Days    | March 18, 19, 2027         | 2.00  |
| Good Friday               | March 26, 2027             | 1.00  |
| Memorial Day              | May 31, 2027               | 1.00  |
| Juneteenth                | June 18, 2027              | 1.00  |
| Total                     |                            | 18.00 |