

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2025-26
11 MONTH HOURLY (Scheduled Work Year 07/14/25 - 06/08/26)

CSH-Family Resource Associates, General Office Secretaries

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK DAYS	PAID HOLIDAYS	TOTAL PAID DAYS	NON PAID DAYS	APPROVAL DEADLINE	For APECS use only 11MH	Total all Days
		Calendar Days in Pay Period							PAY DAY	
1	1					0.00		06/27/25	07/03/25	0.00
2	2	7/1/2025	7/11/2025			0.00	10.00	07/11/25	07/18/25	10.00
3	3	7/12/2025	7/25/2025	10.00		10.00		07/25/25	08/01/25	10.00
4	4	7/26/2025	8/8/2025	10.00		10.00		08/08/25	08/15/25	10.00
5	5	8/9/2025	8/22/2025	10.00		10.00		08/22/25	08/29/25	10.00
6	6	8/23/2025	9/5/2025	9.00	1.00	10.00		09/05/25	09/12/25	10.00
7	7	9/6/2025	9/19/2025	10.00		10.00		09/19/25	09/26/25	10.00
8	8	9/20/2025	10/3/2025	10.00		10.00		10/03/25	10/10/25	10.00
9	9	10/4/2025	10/17/2025	5.00	3.00	8.00	2.00	10/17/25	10/24/25	10.00
10	10	10/18/2025	10/31/2025	10.00		10.00		10/31/25	11/07/25	10.00
11	11	11/1/2025	11/14/2025	9.00	1.00	10.00		11/14/25	11/21/25	10.00
12	12	11/15/2025	11/28/2025	5.00	2.00	7.00	3.00	11/28/25	12/05/25	10.00
13	13	11/29/2025	12/12/2025	10.00		10.00		12/12/25	12/19/25	10.00
14	14	12/13/2025	12/26/2025	5.00	3.00	8.00	2.00	12/26/25	01/02/26	10.00
15	15	12/27/2025	1/9/2026	5.00	3.00	8.00	2.00	01/09/26	01/16/26	10.00
16	16	1/10/2026	1/23/2026	9.00	1.00	10.00		01/23/26	01/30/26	10.00
17	17	1/24/2026	2/6/2026	10.00		10.00		02/06/26	02/13/26	10.00
18	18	2/7/2026	2/20/2026	10.00		10.00		02/20/26	02/27/26	10.00
19	19	2/21/2026	3/6/2026	10.00		10.00		03/06/26	03/13/26	10.00
20	20	3/7/2026	3/20/2026	5.00	5.00	10.00		03/20/26	03/27/26	10.00
21	21	3/21/2026	4/3/2026	9.00	1.00	10.00		04/03/26	04/10/26	10.00
22	22	4/4/2026	4/17/2026	10.00		10.00		04/17/26	04/24/26	10.00
23	23	4/18/2026	5/1/2026	10.00		10.00		05/01/26	05/08/26	10.00
24	24	5/2/2026	5/15/2026	10.00		10.00		05/15/26	05/22/26	10.00
25	25	5/16/2026	5/29/2026	9.00		9.00	1.00	05/29/26	06/05/26	10.00
26	26	5/30/2026	6/12/2026	6.00		6.00	4.00	06/12/26	06/19/26	10.00
27	27	6/13/2026	6/26/2026	0.00		0.00	10.00	06/26/26	07/03/26	10.00
				206.00	20.00	226.00	34.00			260.00

Start date is 7/14/2025 and end date is 6/8/2026

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 1, 2025	1.00
Fall Break	Oct. 15-17, 2025	3.00
Veterans Day	November 11, 2025	1.00
Thanksgiving	November 27, 28, 2025	2.00
Winter Break - Paid Days	Dec 24-26, 29, 31; Jan 1, 2026	6.00
Martin Luther King, Jr Day	January 19, 2026	1.00
Spring Break	March 16-20, 2026	5.00
Good Friday	April 3, 2026	1.00
Total Holidays		20.00

Non-work/Non Paid

Fall Break Oct. 13, 14, 2025	2.00
Thanksgiving Nov. 24-26, 2025	3.00
Winter Break - Dec. 22, 23, 30; Jan 2, 2026	4.00
Memorial Day May 25, 2026	1.00
Total	10.00