



**Southern Avenue Charter Elementary School**  
**12 Month**  
**Employee Pay Schedule**  
**2025 - 2026**



<b>No.</b>	<b>Beginning</b>	<b>Ending</b>	<b>Time Reports Due to Payroll *</b>	<b>Work Days</b>	<b>Paid Holidays</b>	<b>Total</b>	<b>Pay Day</b>
1	7/22/2025	7/31/2025	8/13/2025	8	0	10	8/15/2025
2	8/01/2025	8/15/2025	8/27/2025	11	0	15	8/31/2025
3	8/16/2025	8/31/2025	9/11/2025	10	0	16	9/15/2025
4	9/01/2025	9/15/2025	9/26/2025	10	1	15	9/30/2025
5	9/16/2025	9/30/2025	10/13/2025	11	0	15	10/15/2025
6	10/01/2025	10/15/2025	10/28/2025	8	3	15	10/31/2025
7	10/16/2025	10/31/2025	11/11/2025	10	2	16	11/15/2025
8	11/01/2025	11/15/2025	11/21/2025	9	1	15	11/30/2025
9	11/16/2025	11/30/2025	12/11/2025	5	5	15	12/15/2025
10	12/01/2025	12/15/2025	12/19/2025	11	0	15	12/31/2025
11	12/16/2025	12/31/2026	1/12/2026	4	8	16	1/15/2026
12	1/01/2026	1/15/2026	1/27/2026	10	2	15	1/31/2026
13	1/16/2026	1/31/2026	2/10/2026	10	1	16	2/15/2026
14	2/01/2026	2/15/2026	2/24/2026	10	0	15	2/27/2026
15	2/16/2026	2/27/2026	3/11/2026	10	0	13	3/15/2026
16	3/01/2026	3/15/2026	3/26/2026	10	0	15	3/31/2026
17	3/16/2026	3/31/2026	4/10/2026	7	5	16	4/15/2026
18	4/01/2026	4/15/2026	4/28/2026	10	1	15	4/30/2026
19	4/16/2026	4/30/2026	5/13/2026	11	0	15	5/15/2026
20	5/01/2026	5/15/2026	5/27/2026	11	0	15	5/31/2026
21	5/16/2026	5/31/2026	6/11/2026	9	1	16	6/15/2026
22	6/01/2026	6/15/2026	6/26/2026	11	0	15	6/30/2026
23	6/16/2026	6/30/2026	7/13/2026	10	1	15	7/15/2026
24	7/01/2026	7/15/2026	7/29/2026	10	1	15	7/31/2026
25****	7/16/2026	7/31/2026	8/12/2026	11	0	16	8/16/2026

**\*\* Time reports are due to Payroll by 8:00 A.M. unless otherwise instructed\*\***

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**In accordance with Board Policy #4202 and applicable negotiated labor agreements, employees must be in an active pay status the day preceding and the day following the holiday to receive holiday pay.**

**Paid Holidays**

Independence Day	July 4, 2025
Labor Day	September 1, 2025
Fall Break	October 13 - 17, 2025
Veterans Day	November 11, 2025
Thanksgiving Break	November 24 - 28, 2025
Winter Break	December 22 - January 2, 2026
Martin Luther King, Jr's Birthday	January 19, 2026
President's Day	WILL NOT BE OBSERVED
Spring Break	March 16 - 20, 2026
Spring Holiday (Good Friday)	April 3, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 3, 2026

**Deduction Schedule**

**All deductions will be made from the 1st through 24th pay periods unless otherwise stated.**

Colonial Life, Globe Life/Liberty National Division, & Washington National Life Insurance – 12 Months (24 Pay Periods)

**\*\*NOTE\*\* NO DEDUCTION FOR MEDICAL INSURANCE/AFLAC JUNE & JULY ONLY**

**\*\*NOTE\*\* NO DEDUCTION FOR AMERICAN FIDELITY JUNE & JULY ONLY**

**Completed by:**

Payroll Clerk

**Approved by:**

Executive Director

**SOUTHERN AVENUE CHARTER SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**