

**2024–2025
ADMINISTRATIVE AND LICENSED PAYROLL CALENDAR
FOR HCM APPROVAL DEADLINES, PAY PERIOD DATES, AND PAY DATES
HCM APPROVAL
DEADLINE**

PAY PERIOD DATES	HOLIDAY(S)		BY 5:00 P.M.	PAY DATE
08/01/24 - 08/15/24	08/07/24	Returning Licensed Employees Begin Work Year	07/31/24	08/09/24
	08/12/24	Classes Begin		
08/16/24 - 08/31/24			08/15/24	08/23/24
09/01/24 - 09/15/24	09/02/24	Labor Day Holiday	08/30/24	09/10/24
09/16/24 - 09/30/24			09/13/24	09/25/24
10/01/24 - 10/15/24			09/30/24	10/10/24
10/16/24 - 10/31/24	10/25/24	Nevada Day Holiday	10/15/24	10/24/24
11/01/24 - 11/15/24	11/11/24	Veterans Day Holiday	10/31/24	11/08/24
11/16/24 - 11/30/24	11/27/24	No School for Students and Licensed Employees	11/15/24	11/25/24
	11/28/24 and 11/29/24	Thanksgiving Day and Family Day		
12/01/24 - 12/15/24			11/27/24 EARLY	12/10/24***
12/16/24 - 12/31/24	12/23/24	Winter Break Begins	12/13/24	12/20/24
	12/24/24 - 12/25/24	Winter Break Holidays		
01/01/25 - 01/15/25	01/01/25	New Year's Day Holiday	12/31/24	01/10/25
	01/03/25	Winter Break Ends		
	01/06/25	Classes Resume		
01/16/25 - 01/31/25	01/20/25	Martin Luther King, Jr. Holiday	01/15/25	01/24/25***
02/01/25 - 02/15/25	02/10/25	No School for Students and Licensed Employees	01/31/25	02/10/25
02/16/25 - 02/28/25	02/17/25	Presidents' Day Holiday	02/14/25	02/25/25
03/01/25 - 03/15/25			02/28/25	03/10/25
03/16/25 - 03/31/25	03/17/25 - 03/21/25	Spring Break	03/14/25	03/25/25***
	03/21/25	Spring Holiday		
04/01/25 - 04/15/25			03/31/25	04/10/25
04/16/25 - 04/30/25	04/18/25	No School for Students and Licensed Employees	04/15/25	04/25/25***
05/01/25 - 05/15/25			04/30/25	05/09/25
05/16/25 - 05/31/25	05/23/25	End of School Year	05/15/25	05/23/25
	05/26/25	Memorial Day Holiday		
	05/27/25	Licensed Employees End Work Year		
06/01/25 - 06/15/25			05/30/25	06/10/25***
06/16/25 - 06/30/25	06/19/25	Juneteenth Holiday	06/13/25	06/25/25
	06/23/25	11-Month Administrators End Work Year		
	06/30/25	12-Month Administrators End Work Year		
07/01/25 - 07/15/25	07/01/25	12-Month Administrators Begin Work Year	06/30/25	07/10/25
	07/04/25	Independence Day Holiday		
07/16/25 - 07/31/25	07/22/25	11-Month Administrators Begin Work Year	07/15/25	07/25/25
	07/29/25	New Licensed Employees Begin Work Year		
08/01/25 - 08/15/25	08/06/25	Returning Licensed Employees Begin Work Year	07/31/25	08/08/25
	08/11/25	Classes Begin		
08/16/25 - 08/31/25			08/15/25	08/25/25
NOTE:	12-Month Administrator Contracts are Paid			07/10/24 thru 06/25/25
	11-Month Administrator Contracts are Paid			08/09/24 thru 07/25/25
	Licensed Employees Contracts are Paid		CER	09/10/24 thru 08/25/25
			CEY	08/09/24 thru 07/25/25
NOTE:	Coaching Paydates:		12/10/24, 01/24/25, 03/25/25, 04/25/25, and 06/10/25	***
	Licensed Employees Longevity Payoff:			06/25/25
	Licensed Employees Unused Personal Leave/Universal Payoff:		CEY	07/25/25
	Licensed Employees Unused Personal Leave/Universal Payoff:		CER	08/25/25
	Administrator Excess Vacation Payoff:			07/10/25