

2025–2026
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
08/01/25 - 08/15/25	08/06/25 08/11/25	Returning Licensed Employees Begin Work Year Classes Begin	07/31/25 08/08/25
08/16/25 - 08/31/25			08/15/25 08/25/25
09/01/25 - 09/15/25	09/01/25	Labor Day Holiday	08/29/25 09/10/25
09/16/25 - 09/30/25			09/15/25 09/25/25
10/01/25 - 10/15/25			09/30/25 10/10/25
10/16/25 - 10/31/25	10/31/25	Nevada Day Holiday	10/15/25 10/24/25
11/01/25 - 11/15/25	11/11/25	Veterans Day Holiday	10/30/25 EARLY 11/10/25
11/16/25 - 11/30/25	11/26/25 11/27/25 and 11/28/25	No School for Students and Licensed Employees Thanksgiving Day and Family Day	11/14/25 11/25/25
12/01/25 - 12/15/25			11/26/25 EARLY 12/10/25***
12/16/25 - 12/31/25	12/22/25 12/24/25–12/25/25	Winter Break Begins Winter Break Holidays	12/11/25 EARLY 12/19/25
01/01/26 - 01/15/26	01/01/26 01/02/26 01/05/26	New Year's Day Holiday Winter Break Ends Classes Resume	12/31/25 01/09/26
01/16/26 - 01/31/26	01/19/26	Martin Luther King, Jr. Holiday	01/15/26 01/23/26***
02/01/26 - 02/15/26	02/09/26	No School for Students and Licensed Employees	01/30/26 02/10/26
02/16/26 - 02/28/26	02/16/26	Presidents' Day Holiday	02/13/26 02/25/26
03/01/26 - 03/15/26			02/27/26 03/10/26
03/16/26 - 03/31/26	03/16/26–03/20/26 03/20/26	Spring Break Spring Holiday	03/13/26 03/25/26***
04/01/26 - 04/15/26	04/03/26	No School for Students and Licensed Employees	03/31/26 04/10/26
04/16/26 - 04/30/26			04/15/26 04/24/26***
05/01/26 - 05/15/26			04/30/26 05/08/26
05/16/26 - 05/31/26	05/22/26 05/25/26 05/26/26	End of School Year Memorial Day Holiday Licensed Employees End Work Year	05/15/26 05/22/26
06/01/26 - 06/15/26			05/29/26 06/10/26***
06/16/26 - 06/30/26	06/18/26 06/19/26 06/30/26	11-Month Administrators End Work Year Juneteenth Holiday 12-Month Administrators End Work Year	06/15/26 06/25/26
07/01/26 - 07/15/26	07/01/26 07/03/26	12-Month Administrators Begin Work Year Independence Day Holiday	06/30/26 07/10/26
07/16/26 - 07/31/26	07/22/26* 07/29/26*	11-Month Administrators Begin Work Year New Licensed Employees Begin Work Year	07/15/26 07/24/26
08/01/26 - 08/15/26	08/05/26* 08/10/26*	Returning Licensed Employees Begin Work Year Classes Begin	07/31/26 08/10/26
08/16/26 - 08/31/26			08/14/26 08/25/26

***Tentative Dates**

NOTE:	12-Month Administrator Contracts are Paid	07/10/25 thru 06/25/26
	11-Month Administrator Contracts are Paid	08/08/25 thru 07/24/26
	Licensed Employees Contracts are Paid	CER 09/10/25 thru 08/25/26
		CEY 08/08/25 thru 07/24/26
NOTE:	Coaching Paydates:	12/10/25, 01/23/26, 03/25/26, 04/24/26, and 06/10/26***
	Licensed Employees Longevity Payoff:	06/25/26
	Licensed Employees Unused Personal Leave/Universal Payoff:	CEY 07/24/26
	Licensed Employees Unused Personal Leave/Universal Payoff:	CER 08/25/26
	Administrator Excess Vacation Payoff:	07/10/26