

**PEACH COUNTY BOARD OF EDUCATION**

Original  
6/17/19

**PAYROLL CALENDAR FOR  
2019-2020 SCHOOL YEAR**

<u>PAYROLL MONTH</u>	<u>LEAVE, SUBSTITUTE &amp; EXTRA PAY PERIOD</u>	<u>PAY DATE</u>
July 2019	July 1 - July 5	July 31, 2019
August 2019	July 8 - August 9	August 30, 2019
September 2019	August 12 - September 6	September 30, 2019
October 2019	September 9 - October 4	October 31, 2019
November 2019	October 7 - November 1	November 29, 2019
December 2019	November 4 - November 29	December 31, 2019
January 2020	December 2 - January 10	January 31, 2020
February 2020	January 13 - February 7	February 28, 2020
March 2020	February 10 - March 6	March 27, 2020
April 2020	March 9 - April 3	April 30, 2020
May 2020	April 6 - May 1	May 29, 2020
June 2020	May 4 - June 30** **June 30 - Leave cutoff **June 5 - Extra pay cutoff **Summer School will be included in June check if submitted timely	June 30, 2020

**IMPORTANT NOTES TO REMEMBER:**

- (1) PAY DATES ARE SET BASED ON THE DATES THE DISTRICT RECEIVES FUNDS FROM THE STATE. AS ALWAYS, THE DISTRICT WILL MONITOR THESE DATES WITH THE STATE AND WILL MAKE ADJUSTMENTS TO THE PAYROLL CALENDAR IF/WHEN THE STATE ADJUSTS THEIR PAYMENT SCHEDULE.
- (2) LEAVE REQUESTS NOT SUBMITTED IN A TIMELY MANNER ARE SUBJECT TO BE TAKEN WITHOUT PAY.
- (3) ALL LEAVE FOR JUNE WILL BE PROCESSED WITH JUNE PAYROLL. PLEASE SUBMIT ALL LEAVE FORMS FOR ANY LEAVE DAYS TAKEN ON OR PRIOR TO JUNE 30TH WITH JUNE PAYROLL FOR PROCESSING.