

PEACH COUNTY BOARD OF EDUCATION

Revised  
7/1/22

PAYROLL CALENDAR FOR  
2022-2023 SCHOOL YEAR

<u>PAYROLL MONTH</u>	<u>LEAVE, SUBSTITUTE &amp; EXTRA PAY PERIOD</u>	<u>PAY DATE</u>
July 2021	July 1 (Leave) June 6 - July 1 (Extra Pay)	July 29, 2022
August 2021	July 4 - August 5	August 31, 2022
September 2021	August 8 - September 2	September 30, 2022
October 2021	September 5 - September 30	October 31, 2022
November 2021	October 3 - October 28	November 18, 2022
December 2021	October 31 - November 25	December 16, 2022
January 2022	November 28 - January 6	January 31, 2023
February 2022	January 9 - February 3	February 28, 2023
March 2022	February 6 - March 3	March 31, 2023
April 2022	March 6 - March 31	April 28, 2023
May 2022	April 3 - May 5	May 31, 2023
June 2022	<b>May 8 - June 30**</b> <b>** June 30 - Leave cutoff</b> <b>** June 2 - Extra pay cutoff</b> <b>**Summer School will be included in June check if submitted timely</b>	June 29, 2023

IMPORTANT NOTES TO REMEMBER:

- (1) LEAVE REQUESTS NOT SUBMITTED IN A TIMELY MANNER ARE SUBJECT TO BE TAKEN WITHOUT PAY.
- (2) 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.