

**2015-2016 PAYROLL CALENDAR
FULL-TIME 12-MONTH PERSONNEL**

FROM	TO	NO. WORK DAYS	PAYDATE
07-01-15	07-31-15	22	07-31-15
08-03-15	08-31-15	21	08-31-15
09-01-15	09-30-15	21	09-30-15
10-01-15	10-30-15	22	10-30-15
11-02-15	11-30-15	17	11-30-15
12-01-15	12-17-15	13	12-17-15
01-05-16	01-29-16	18	01-29-16
02-01-16	02-29-16	21	02-29-16
03-01-16	03-31-16	18	03-31-16
04-01-16	04-29-16	21	04-29-16
05-02-16	05-31-16	21	05-31-16
06-01-16	06-30-16	22	06-30-16
	TOTAL	237	

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Monthly Pay Amount: Annual salary divided by 12.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

New Employee Pro-Rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full months remaining in contract period and subtract that amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

COLLEGE CLOSED:

July 3, 2015

Nov 25-29, 2015

January 18, 2016

September 7, 2015

December 18-31, 2015

March 21-27, 2016

November 11, 2015

January 1-4, 2016

May 31, 2016

NOTE: Attendance at Spring Graduation May 7, 2016 is expected of Administrative and Twelve Month Instructional Personnel.