

**2017-2018 PAYROLL CALENDAR
FULL-TIME 12-MONTH PERSONNEL**

| FROM | TO | NO. WORK DAYS | PAYDATE |
|-------------|--------------|----------------------|----------------|
| 07-03-17 | 07-31-17 | 20 | 07-31-17 |
| 08-01-17 | 08-31-17 | 23 | 08-31-17 |
| 09-01-17 | 09-29-17 | 20 | 09-29-17 |
| 10-02-17 | 10-31-17 | 22 | 10-31-17 |
| 11-01-17 | 11-30-17 | 18 | 11-30-17 |
| 12-01-17 | 12-18-17 | 12 | 12-18-17 |
| 01-02-18 | 01-31-18 | 21 | 01-31-18 |
| 02-01-18 | 02-28-18 | 20 | 02-28-18 |
| 03-01-18 | 03-30-18 | 17 | 03-30-18 |
| 04-02-18 | 04-30-18 | 21 | 04-30-18 |
| 05-01-18 | 05-31-18 | 22 | 05-31-18 |
| 06-01-18 | 06-29-18 | 21 | 06-29-18 |
| | 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 4, 2017

September 4, 2017

November 10, 2017

Nov 22-26, 2017

December 19-31, 2017

January 1, 2018

January 15, 2018

March 19-25, 2018

May 28, 2018

NOTE: Attendance at Spring Graduation May 5, 2018 is expected of Administrative and Twelve Month Instructional Personnel.