

**2023-2024 PAYROLL CALENDAR
FULL-TIME 9-MONTH FACULTY - PAY PLAN I**

FROM	TO	NO. WORK DAYS	PAYDATE
08-15-2023	08-31-2023	13	08-31-2023
09-01-2023	09-29-2023	20	09-29-2023
10-02-2023	10-31-2023	22	10-31-2023
11-01-2023	11-30-2023	18	11-30-2023
12-01-2023	12-15-2023	11	12-18-2023
01-08-2024	01-31-2024	17	01-31-2024
02-01-2024	02-29-2024	21	02-29-2024
03-01-2024	03-29-2024	16	03-29-2024
04-01-2024	04-30-2024	22	04-30-2024
05-01-2024	05-08-2024	7	05-31-2024
	TOTAL	167	

Pay Plan I: Instructors' compensation will be divided into **ten equal checks** paid August through May.

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

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 month checks remaining to be paid in contract period and subtract this 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.

NOTICE: Once a pay plan selection has been made, it **cannot** be changed during the fiscal year.

FACULTY HOLIDAYS:

September 4, 2023	November 10, 2023	December 18-31, 2023	January 15, 2024
	November 22-24, 2023	January 1-5, 2024	March 18-22, 2024

NOTE: Attendance at Spring Graduation **May 4, 2024** is expected of Nine Month Instructional Personnel.