



MEMORANDUM

DATE: August 17, 2010

TO: Substitute Teachers

FROM: Lesley Holmes
Payroll Assistant
Administrative Services

RE: **SCHEDULE OF 2009-2010 PAY DATES – SUBSTITUTE TEACHERS**

Pay date will be the 6th of each month unless that day falls on a weekend. In that case the previous Friday will be the pay date. The exception is December which is paid on December 31st.

PERIOD COVERED	PAY DATE
September 1 - September 30, 2009	October 6, 2009
October 1 - 31, 2009	November 6, 2009
November 1 - 30, 2009	December 4, 2009
December 1 - 31, 2009	December 31, 2009
January 1 - 31, 2010	February 5, 2010
February 1 - 28, 2010	March 5, 2010
March 1 - 31, 2010	April 6, 2010
April 1 - 30, 2010	May 6, 2010
May 1 - 31, 2010	June 4, 2010
June 1 - 30, 2010	July 6, 2010

Please call Lesley Holmes at 659-7026 if you have any questions or discrepancies regarding your payments.

NOTE: PLEASE REMEMBER TO KEEP TRACK OF DATES, TIMES AND FACILITES AT WHICH YOU TEACH.