

## 2024-2025 BI-MONTHLY PAYROLL DATES

Non-Exempt Employees: Time clock entries should be verified weekly.

Substitute Teachers: Sign in/out sheets must be completed at each campus.

Semi-Monthly Employees: Maintenance and Transportation Only

CISD work week is Saturday-Friday

Leave: REFER TO CISD POLICY (DEC LOCAL/DED LOCAL) FOR ALL LEAVE POLICIES.

- ALL EMPLOYEES RECEIVE 5 STATE PERSONAL LEAVE DAYS AND 5 LOCAL LEAVE DAYS.
- LOCAL PERSONAL LEAVE DAYS INCLUDE 3 DAYS AT NO COST TO THE EMPLOYEE AND 2 DAYS DOCKED PER POLICY.
- SEE DED LOCAL REGARDING VACATION PAY (AFTER 12 MONTHS OF CONTINUOUS EMPLOYMENT) AND PAID HOLIDAYS.
- LEAVE NEEDED FOR DAYS ADJACENT TO HOLIDAY OR ON A TESTING/STAFF DEVELOPMENT DAY IS RESTRICTED.
- DISCRETIONARY LEAVE IN EXCESS OF TWO CONSECUTIVE DAYS MUST BE PRE-APPROVED.
- OVERTIME MUST BE PRE-APPROVED BY YOUR SUPERVISOR.
- MEDICAL LEAVE IN EXCESS OF 5 CONSECUTIVE DAYS REQUIRES A DOCTOR'S STATEMENT UPON RETURN.
- JURY DUTY IS AN EXCUSED ABSENCE WITH PROPER DOCUMENTATION FROM THE COURT.
- EMPLOYEES WHO TERMINATE PRIOR TO THE END OF THEIR CONTRACT ARE COMPENSATED FOR ACTUAL DAYS WORKED LESS AMOUNTS ALREADY PAID. LEAVE IS PRORATED.

QUESTIONS? CONTACT PAYROLL (EXT 5004) HOLLY HUSON OR BY EMAIL [HHUSON@CANTONISD.COM](mailto:HHUSON@CANTONISD.COM).

SEMI-MONTHLY PAY PERIOD BEGINS	SEMI-MONTHLY PAY PERIOD ENDS	SEMI-MONTHLY PAY DATES
06/29/2024	07/12/2024	08/09/2024
07/13/2024	07/26/2024	08/23/2024
07/27/2024	08/16/2024	09/10/2024
08/17/2024	08/30/2024	09/25/2024
08/31/2024	09/13/2024	10/10/2024
09/14/2024	09/27/2024	10/25/2024
09/28/2024	10/11/2024	11/08/2024
10/12/2024	10/25/2024	11/22/2024
10/26/2024	11/15/2024	12/10/2024
11/16/2024	11/29/2024	12/19/2024
11/30/2024	12/13/2024	01/10/2025
12/14/2024	12/27/2024	01/24/2025
12/28/2024	01/17/2025	02/10/2025
01/18/2025	01/31/2025	02/25/2025
02/01/2025	02/14/2025	03/07/2025
02/15/2025	02/28/2025	03/25/2025
03/01/2025	03/14/2025	04/10/2025
03/15/2025	03/28/2025	04/25/2025
03/29/2025	04/11/2025	05/09/2025
04/12/2025	04/25/2025	05/23/2025
04/26/2025	05/09/2025	06/10/2025
05/10/2025	05/30/2025	06/25/2025
05/31/2025	06/13/2025	07/10/2025
06/14/2025	06/27/2025	07/25/2025
06/28/2025	07/11/2025	08/09/2025
07/12/2025	07/25/2025	08/23/2025

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11/30/2024	12/27/2024	01/24/2025
12/28/2024	01/31/2025	02/25/2025
02/01/2025	02/28/2025	03/25/2025
03/01/2025	03/28/2025	04/25/2025
03/29/2025	04/25/2025	05/23/2025
04/26/2025	05/30/2025	06/25/2025
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