

2025-2026 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.

| SEMI-MONTHLY PAY PERIOD BEGINS | SEMI-MONTHLY PAY PERIOD ENDS | SEMI-MONTHLY PAY DATES |
|--------------------------------|------------------------------|------------------------|
| 06/28/2025 | 07/11/2025 | 08/09/2025 |
| 07/12/2025 | 07/25/2025 | 08/23/2025 |
| 07/26/2025 | 08/15/2025 | 09/10/2025 |
| 08/16/2025 | 08/29/2025 | 09/25/2025 |
| 08/30/2025 | 09/12/2025 | 10/10/2025 |
| 09/13/2025 | 09/26/2025 | 10/24/2025 |
| 09/27/2025 | 10/10/2025 | 11/10/2025 |
| 10/11/2025 | 10/24/2025 | 11/21/2025 |
| 10/25/2025 | 11/14/2025 | 12/10/2025 |
| 11/15/2025 | 11/28/2025 | 12/18/2025 |
| 11/29/2025 | 12/12/2025 | 01/09/2026 |
| 12/13/2025 | 12/26/2025 | 01/23/2026 |
| 12/27/2025 | 01/16/2026 | 02/10/2026 |
| 01/17/2026 | 01/30/2026 | 02/25/2026 |
| 01/31/2026 | 02/13/2026 | 03/10/2026 |
| 02/14/2026 | 02/27/2026 | 03/25/2026 |
| 02/28/2026 | 03/13/2026 | 04/10/2026 |
| 03/14/2026 | 03/27/2026 | 04/24/2026 |
| 03/28/2026 | 04/10/2026 | 05/08/2026 |
| 04/11/2026 | 04/24/2026 | 05/25/2026 |
| 04/25/2026 | 05/08/2026 | 06/10/2026 |
| 05/09/2026 | 05/29/2026 | 06/25/2026 |
| 05/30/2026 | 06/12/2026 | 07/10/2026 |
| 06/13/2026 | 06/26/2026 | 07/24/2026 |
| 06/27/2026 | 07/10/2026 | 08/10/2026 |
| 07/11/2026 | 07/24/2026 | 08/25/2026 |

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| MONTHLY PAY PERIOD BEGINS | MONTHLY PAY PERIOD ENDS | MONTHLY PAY DATES |
|------------------------------|----------------------------|-------------------|
| 06/28/2025 | 07/25/2025 | 08/23/2025 |
| 07/26/2025 | 08/29/2025 | 09/25/2025 |
| 08/30/2025 | 09/26/2025 | 10/24/2025 |
| 09/27/2025 | 10/31/2025 | 11/21/2025 |
| 11/01/2025 | 11/28/2025 | 12/18/2025 |
| 11/29/2025 | 12/26/2025 | 01/23/2026 |
| 12/27/2025 | 01/30/2026 | 02/25/2026 |
| 01/31/2026 | 02/27/2026 | 03/25/2026 |
| 02/28/2026 | 03/27/2026 | 04/24/2026 |
| 03/28/2026 | 04/24/2026 | 05/25/2026 |
| 04/25/2026 | 05/29/2026 | 06/25/2026 |
| 05/30/2026 | 06/26/2026 | 07/24/2026 |
| 06/27/2026 | 07/31/2026 | 08/25/2026 |