

Lakeport Unified School District 2023 / 2024 Pay Date Schedule

| <u>Pay Date:</u> | <u>Week Day:</u> | <u>Employee Type:</u> | <u>For work performed during:</u> | <u>Special Considerations:</u> |
|------------------|-------------------------|--------------------------------|-----------------------------------|---|
| 7/13/2023 | Thursday (Summer Break) | Substitutes and timesheets | June - all 2023 work performed | D.O. open 8:00 - 12:00 for check pickup, then mailed. |
| 7/31/2023 | Monday | 12 month employees | July | |
| 8/15/2023 | Tuesday | Substitutes and timesheets | July 1 - July 15 | |
| 8/31/2023 | Thursday | Contract employees | August | |
| 9/15/2023 | Friday | Substitutes and timesheets | July 16 - August 15 | |
| 9/29/2023 | Friday | Contract employees | September | |
| 10/13/2023 | Friday | Substitutes and timesheets | August 16 - September 15 | |
| 10/31/2023 | Tuesday | Contract employees | October | |
| 11/15/2023 | Wednesday | Substitutes and timesheets | September 16 - October 15 | |
| 11/30/2023 | Thursday | Contract employees | November | |
| 12/15/2023 | Friday | Substitutes/timesheets/coaches | October 16 - November 15 | |
| 12/29/2023 | Friday (Winter Break) | Contract employees | December | D.O. open 8:00 - 12:00 for check pickup, then mailed. |
| 1/12/2024 | Friday | Substitutes and timesheets | November 16 - December 15 | |
| 1/31/2024 | Wednesday | Contract employees | January | |
| 2/15/2024 | Thursday | Substitutes and timesheets | December 16 - January 15 | |
| 2/29/2024 | Thursday | Contract employees | February | |
| 3/15/2024 | Friday | Substitutes/timesheets/coaches | January 16 - February 15 | |
| 3/29/2024 | Friday | Contract employees | March | |
| 4/15/2024 | Monday | Substitutes and timesheets | February 16 - March 15 | |
| 4/30/2024 | Tuesday | Contract employees | April | |
| 5/15/2024 | Wednesday | Substitutes/timesheets/coaches | March 16 - April 15 | |
| 5/28/2024 | Tuesday | Contract employees | May | |
| 6/14/2024 | Friday | Substitutes and timesheets | April 16 - May 15 | |
| 6/25/2024 | Tuesday | 11 and 12 month employees | June | |
| 6/27/2024 | Thursday (Summer Break) | Summer pay | July summer pay | D.O. open 8:00 - 12:00 for check pickup, then mailed. |

Timesheets are due to the Site Office on the 16th of the month; due to the District Office on the 22nd of the month. These are paid the 15th of the following month.

Substitute pay checks will be available for pick up at the District Office until 12 PM on pay date. They will be mailed after this time unless other arrangements are made.