

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2024-25
12 MONTH HOURLY (Scheduled Work Year 07/01/24 - 06/30/25)

**Central Office Support Staff, Maintenance, Warehouse, Custodial/Grounds, Raineswood Residential Training
Center Assistants, CNC Operations(central kitchen & warehouse), Mobile Security Officers, Prep School Support, Financial Secretaries & Specialized Educational Assistants**

For APECS use only

**12 MH
Paid over 26 Even
Pay Periods**

Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	PAID		APPROVAL			
Pay Period	Pay Period	Calendar Days in Pay Period		Work Days	HOLIDAYS	Total Days Paid	DEADLINE *	PAY DAY	Ck #
1	1			0.00		0.00	06/28/24	07/05/24	1
2	2	7/1/2024	7/12/2024	9.00	1.00	10.00	07/12/24	07/19/24	2
3	3	7/13/2024	7/26/2024	10.00		10.00	07/26/24	08/02/24	3
4	4	7/27/2024	8/9/2024	10.00		10.00	08/09/24	08/16/24	4
5	5	8/10/2024	8/23/2024	10.00		10.00	08/23/24	08/30/24	5
6	6	8/24/2024	9/6/2024	9.00	1.00	10.00	09/06/24	09/13/24	6
7	7	9/7/2024	9/20/2024	10.00		10.00	09/20/24	09/27/24	7
8	8	9/21/2024	10/4/2024	10.00		10.00	10/04/24	10/11/24	8
9	9	10/5/2024	10/18/2024	10.00		10.00	10/18/24	10/25/24	9
10	10	10/19/2024	11/1/2024	10.00		10.00	11/01/24	11/08/24	10
11	11	11/2/2024	11/15/2024	9.00	1.00	10.00	11/15/24	11/22/24	11
12	12	11/16/2024	11/29/2024	8.00	2.00	10.00	11/29/24	12/06/24	12
13	13	11/30/2024	12/13/2024	10.00		10.00	12/13/24	12/20/24	13
14	14	12/14/2024	12/27/2024	6.00	4.00	10.00	12/27/24	01/03/25	14
15	15	12/28/2024	1/10/2025	7.00	3.00	10.00	01/10/25	01/17/25	15
16	16	1/11/2025	1/24/2025	9.00	1.00	10.00	01/24/25	01/31/25	16
17	17	1/25/2025	2/7/2025	10.00		10.00	02/07/25	02/14/25	17
18	18	2/8/2025	2/21/2025	10.00		10.00	02/21/25	02/28/25	18
19	19	2/22/2025	3/7/2025	10.00		10.00	03/07/25	03/14/25	19
20	20	3/8/2025	3/21/2025	8.00	2.00	10.00	03/21/25	03/28/25	20
21	21	3/22/2025	4/4/2025	9.00	1.00	10.00	04/04/25	04/11/25	21
22	22	4/5/2025	4/18/2025	10.00		10.00	04/18/25	04/25/25	22
23	23	4/19/2025	5/2/2025	10.00		10.00	05/02/25	05/09/25	23
24	24	5/3/2025	5/16/2025	10.00		10.00	05/16/25	05/23/25	24
25	25	5/17/2025	5/30/2025	9.00	1.00	10.00	05/30/25	06/06/25	25
26	26	5/31/2025	6/13/2025	10.00		10.00	06/13/25	06/20/25	26
Part of 1st ck in FY 25-26		6/14/2025	6/27/2025	9.00	1.00	10.00	06/27/25	07/03/25	Paid in FY26
			Total	242.00	18.00	260.00			

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Independence Day	July 4, 2024	1.00
Labor Day	September 2, 2024	1.00
Veterans Day	November 11, 2024	1.00
Thanksgiving	November 28-29, 2024	2.00
Winter Break- Paid Days	Dec 24, 2024 - Jan 1, 2025	7.00
Martin Luther King Jr Day	January 20, 2025	1.00
Spring Break-Paid Days	March 13-14, 2025	2.00
Good Friday	April 18, 2025	1.00
Memorial Day	May 26, 2025	1.00
Juneteenth	June 19, 2025	1.00
Total Holidays		18.00