

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2023-24
 10.5 MONTH HOURLY INTERNS (Scheduled Work Year 07/24/23 - 06/05/24)

Part-time Interns

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL Calendar Days in Pay Period	ATTENDANCE PERIODS Pay Period	WORK DAYS	PAID HOLIDAYS	TOTAL PAID DAYS	NON PAID DAYS	APPROVAL DEADLINE	For APECS use only		Total all Days
									PAY DAY	10-MHP	
1	1			0.00		0.00		06/30/23	07/07/23		0.00
2	2	7/1/2023	7/14/2023	0.00		0.00	10.00	07/14/23	07/21/23		10.00
3	3	7/15/2023	7/28/2023	5.00		5.00	5.00	07/28/23	08/04/23		10.00
4	4	7/29/2023	8/11/2023	10.00		10.00		08/11/23	08/18/23		10.00
5	5	8/12/2023	8/25/2023	10.00		10.00		08/25/23	09/01/23		10.00
6	6	8/26/2023	9/8/2023	9.00		9.00	1.00	09/08/23	09/15/23		10.00
7	7	9/9/2023	9/22/2023	10.00		10.00		09/22/23	09/29/23		10.00
8	8	9/23/2023	10/6/2023	10.00		10.00		10/06/23	10/13/23		10.00
9	9	10/7/2023	10/20/2023	5.00		5.00	5.00	10/20/23	10/27/23		10.00
10	10	10/21/2023	11/3/2023	10.00		10.00		11/03/23	11/10/23		10.00
11	11	11/4/2023	11/17/2023	9.00		9.00	1.00	11/17/23	11/24/23		10.00
12	12	11/18/2023	12/1/2023	5.00		5.00	5.00	12/01/23	12/08/23		10.00
13	13	12/2/2023	12/15/2023	10.00		10.00		12/15/23	12/22/23		10.00
14	14	12/16/2023	12/29/2023	3.00		3.00	7.00	12/29/23	01/05/24		10.00
15	15	12/30/2023	1/12/2024	7.00		7.00	3.00	01/12/24	01/19/24		10.00
16	16	1/13/2024	1/26/2024	9.00		9.00	1.00	01/26/24	02/02/24		10.00
17	17	1/27/2024	2/9/2024	10.00		10.00		02/09/24	02/16/24		10.00
18	18	2/10/2024	2/23/2024	10.00		10.00		02/23/24	03/01/24		10.00
19	19	2/24/2024	3/8/2024	10.00		10.00		03/08/24	03/15/24		10.00
20	20	3/9/2024	3/22/2024	5.00		5.00	5.00	03/22/24	03/29/24		10.00
21	21	3/23/2024	4/5/2024	9.00		9.00	1.00	04/05/24	04/12/24		10.00
22	22	4/6/2024	4/19/2024	10.00		10.00		04/19/24	04/26/24		10.00
23	23	4/20/2024	5/3/2024	10.00		10.00		05/03/24	05/10/24		10.00
24	24	5/4/2024	5/17/2024	10.00		10.00		05/17/24	05/24/24		10.00
25	25	5/18/2024	5/31/2024	9.00		9.00	1.00	05/31/24	06/07/24		10.00
26	26	6/1/2024	6/14/2024	3.00		3.00	7.00	06/14/24	06/21/24		10.00
27	27	6/15/2024	6/28/2024	0.00		0.00	10.00	06/28/24	07/05/24		10.00
				198.00	0.00	198.00	62.00			260.00	

Start date is 7/24/2023 and end date is 6/5/2024

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.

Non-work/Non Paid

Labor Day	September 4, 2023	1.00
Fall Break -	Oct. 9-13, 2023	5.00
Veterans Day	November 10, 2023	1.00
Thanksgiving	November 20-24, 2023	5.00
Winter Break	Dec 21, 2023 - Jan 3, 2024	10.00
Martin Luther King, Jr Day	January 15, 2024	1.00
Spring Break	March 11-15, 2024	5.00
Good Friday	March 29, 2024	1.00
Memorial Day	May 27, 2024	1.00
Total non-paid days		30.00