



CAROLINE COUNTY SCHOOL BOARD

Michael Hubbard, Ed. D
Bowling Green

Lydell Fortune J.D
Mattaponi

JoWanda Rollins-Fells, Ph. D
Reedy Church

Shawn Kelley
Madison

Calvin Taylor, Sr.
Port Royal

Allison Sears
Western Caroline

Sarah Calveric, Ph.
D Superintendent

16261 Richmond Turnpike
Bowling Green, VA 22427

Office (804) 633-5088
Fax (804) 633-5563

PAYROLL CALENDAR

2024-2025

The Payroll Calendar is for the absence reporting, substitutes, and hourly work reported on time sheets.

WORK FROM - TO	DUE DATE (to your school bookkeeper)	PAYROLL DATE
June 9 to July 6	July 5, 2024	Wednesday, July 31, 2024
July 7 to August 3	August 2, 2024	Friday, August 30, 2024
August 4 to September 7	September 6, 2024	Monday, September 30, 2024
September 8 to October 5	October 4, 2024	Thursday, October 31, 2024
October 6 to November 2	November 1, 2024	Tuesday, November 26, 2024
November 3 to December 7	December 6, 2024	Friday, December 20, 2024
December 8 to January 4	January 3, 2025	Friday, January 31, 2025
January 5 to February 1	January 31, 2025	Friday, February 28, 2025
February 2 to March 1	February 28, 2025	Friday, March 28, 2025
March 2 to April 5	April 7, 2025	Wednesday, April 30, 2025
April 6 to May 3	May 2, 2025	Thursday, May 29, 2025
May 4 to June 7	June 6, 2025	Monday, June 30, 2025
June 8 to June 30	June 30, 2025	Thursday, June 31, 2025

***Contracted employees are paid as follows in School Board policy DL:**

All employees will be paid in twelve (12) installments depending on their contract and the payment plan available for that contract. Employees will be paid monthly on the last work day of the month for twelve month employees except the month of December, when employees will be paid on the last school day before Winter Break. Further, contracted employees shall receive one-twelfth of their annual salary in twelve equal installments. Employees on ten-month (10) contracts, employees on ten and a half month (10.5) contracts, and employees on eleven-month (11) contracts will receive their first installment in August and their last installment in July. Employees on twelve-month (12) contracts will receive their first installment in July and their last installment in June. If a person

terminates employment prior to the completion of a contractual period, the employee's final pay shall be prorated on a per diem basis.

All Things With Excellence