



CAROLINE COUNTY SCHOOL BOARD

Michael Hubbard, Ed. D
Bowling Green

Lydell Fortune J.D
Mattaponi

JoWanda Rollins-Fells, Ph. D
Reedy Church

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Madison

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Allison Sears
Western Caroline

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Superintendent

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PAYROLL CALENDAR 2025-2026

WORK FROM - TO	DUE DATE (to school bookkeeper)	PAYROLL DATE
July 1 to July 12	July 11, 2025	Thursday, July 31, 2025
July 13 to August 16	August 15, 2025	Friday, August 29, 2025
August 17 to September 13	September 12, 2025	Tuesday, September, 30 2025
September 14 to October 11	October 10, 2025	Friday, October, 31 2025
October 12 to November 8	November 7, 2025	Tuesday, November 25, 2025
November 9 to December 6	December 5, 2025	Friday, December 19, 2025
December 7 to January 10	January 9, 2026	Friday, January 30, 2026
January 11 to February 14	February 13, 2026	Friday, February 27, 2026
February 15 to March 14	March 13, 2026	Friday, March 27, 2026
March 15 to April 11	April 10, 2026	Thursday, April 30, 2026
April 12 to May 16	May 15, 2026	Thursday, May 28, 2026
May 17 to June 13	June 12, 2026	Tuesday, June 30, 2026
June 14 to June 30	June 30, 2026	Thursday, July 30, 2026

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

*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