

**ARLINGTON COMMUNITY SCHOOLS  
TIME SHEET SCHEDULE  
SCHOOL SECRETARY, CLERICAL PERSONNEL, SPED CLERICAL,  
8 HOURS PER DAY - LATE START  
2023- 2024**

FISCAL PAY PERIOD	# DAYS WORKED HOLIDAY / VACATION		ACTUAL DAYS WORKED					PAYROLL DATE
			M	T	W	T	F	
3	5	JULY JULY	31	25	26	27	28	8/15
4	11	AUGUST AUGUST AUGUST	7 14	1 8 15	2 9	3 10	4 11	8/31
5	12	AUGUST AUGUST AUGUST	21 28	22 29	16 23 30	17 24 31	18 25	9/15
6	11	SEPTEMBER SEPTEMBER SEPTEMBER	4 11	5 12	6 13	7 14	1 8 15	9/29
7	10	SEPTEMBER SEPTEMBER	18 25	19 26	20 27	21 28	22 29	10/13
8	8	OCTOBER OCTOBER	2	3	4 11	5 12	6 13	10/31
9	12	OCTOBER OCTOBER OCTOBER	16 23 30	17 24 31	18 25	19 26	20 27	11/15
10	11	NOVEMBER NOVEMBER NOVEMBER	6 13	7 14	1 8 15	2 9	3 10	11/30
11	9	NOVEMBER NOVEMBER NOVEMBER				16 23	17 24	12/15
12	11	DECEMBER DECEMBER DECEMBER	4 11	5 12	6 13	7 14	1 8 15	12/29
13	6	DECEMBER DECEMBER	18 25	19 26	20		22	1/12
14	10	JANUARY JANUARY JANUARY	1 8 15	2 9		4 11	5 12	1/31
15	12	JANUARY JANUARY JANUARY	22 29	16 23 30	17 24 31	18 25	19 26	2/15
16	11	FEBRUARY FEBRUARY FEBRUARY	5 12	6 13	7 14	1 8 15	2 9	2/29

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			M	T	W	T	F	
		FEBRUARY					16	
		FEBRUARY		20	21	22	23	
17	9	FEBRUARY	26	27	28	29		3/15
		MARCH					1	
		MARCH	4	5	6	7	8	
18	9	MARCH	11	12	13			3/28
		MARCH	18	19	20	21	22	
19	10	MARCH	25	26	27	28	29	4/15
		APRIL	1	2	3	4	5	
		APRIL	8	9	10	11	12	
20	11	APRIL	15					4/30
		APRIL		16	17	18	19	
		APRIL	22	23	24	25	26	
21	11	APRIL	29	30				5/15
		MAY			1	2	3	
		MAY	6	7	8	9	10	
22	11	MAY	13	14	15			5/31
		MAY				16	17	
23	5	MAY	20	21	22			6/14

205 TOTAL DAYS

11 PAID HOLIDAYS

10 VACATION

**\* FY24 NOTES**

\*Note - Due to Veterans Day falling on a Saturday, November 11th - November 22nd will be a PAID Holiday for FY24.  
FLEX for Safe School Videos; 8 hour stipend reflective of the employee's hourly rate paid on October 13th