

**ARLINGTON COMMUNITY SCHOOLS
TIME SHEET SCHEDULE
FINANCIAL SECRETARY, ATTENDANCE OPERATOR
8 HOURS PER DAY - EARLY START
2023- 2024**

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

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			M	T	W	T	F	
16	11	FEBRUARY	12	13	14	15		2/29
		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	
		MAY	20	21	22	23	24	
23	11	MAY	27	28	29	30		6/14

216 TOTAL DAYS

***NOTE: Financial Secretaries will have an additional 40 hours to work in June and July to close their books.**

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**