

Department of Financial Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

SCHEDULE OF PAY PERIODS AND PAYDAYS FOR 10-MONTH TEACHER
SUMMER EMPLOYMENT ACTIVITIES (SE)
FY 2008–2009

Pay Period	Online Posting & Releasing Must be Completed by 4:00 p.m. on the Dates Listed Below	Pay Dates
June 14-June 20, 2008 (A, B)	Friday, June 20, 2008	Thursday, July 03, 2008
June 21-July 04, 2008 (A)	Thursday, July 03, 2008	Friday, July 18, 2008
July 05-July 18, 2008 (A)	Monday, July 21, 2008	Friday, August 01, 2008
July 19-August 01, 2008 (A)	Monday, August 04, 2008	Friday, August 15, 2008
August 02-August 15, 2008 (A)	Monday, August 18, 2008	Friday, August 29, 2008
August 16- August 29, 2008 (A)	Friday, August 29, 2008	Friday, September 05, 2008
June 18-June 19, 2009 (A)	Friday, June 19, 2009	Thursday, July 02, 2009
June 20-July 03, 2009 (A)	Thursday, July 02, 2009	After July 02, 2009

(A) An initial supply of blank SE timesheets will be sent prior to the June 14-20 pay period. Timekeepers can also print a copy of Form 430-13 directly from the MCPS Web site at www.montgomeryschoolsmd.org/departments/ersc. SE timekeepers should post the biweekly timesheets to the online PACS system and **retain all the individual SE timesheets at the location.**

(B) Attendance for the pay period June 14-June 20, 2008, is to be posted online by 4:00 p.m. on Friday, June 20, 2008.

Timekeeper-Please follow the deadlines listed above when posting attendance.

Fraction of an Hour – Report a fraction of an hour of time worked or absent as follows:

Minutes Worked	Report Tenths of Hours	Minutes Worked	Report Tenths of Hours
0-5	0	30-35	.5
6-11	.1	36-41	.6
12-17	.2	42-47	.7
18-23	.3	48-53	.8
24-29	.4	54-59	.9

Other information required to be paid correctly and on time is available from the following sources: (1) Summer Employment booklet; (2) Adult Education and Summer School Office.

Absences Other Than Sick Leave – The MCEA agreement reads: “Ten-month unit members employed during the summer shall be eligible to use all and any accrued sick leave on any duty day when illness or disability prevents their reporting to their assignment.” Bereavement leave, union business leave and civil leave is allowed to be reported for pay. No other type of leave is authorized according to the contract. Program managers may arrange a new work date in lieu of other types of leave if the unit member’s workday can be rescheduled. Under no circumstances will Professional Leave be authorized. Program managers with questions about leave should contact the director, Department of Recruitment and Staffing at 301-279-3278.

Summer School Substitute Teachers – Time worked must be reported using the online PACS system. Contact the Office of Human Resources if the employee does not appear on the short-term sub attendance screen.