

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 2009–2010

Pay Period	Online Posting & Releasing Must be Completed by 4:00 p.m. on the Dates Listed Below	Pay Dates
June 18-June 19, 2009 (A, B)	Friday, June 19, 2009	Thursday, July 02, 2009
June 20-July 03, 2009 (A)	Thursday, July 02, 2009	Friday, July 17, 2009
July 04-July 17, 2009 (A)	Monday, July 20, 2009	Friday, July 31, 2009
July 18-July 31, 2009 (A)	Monday, August 03, 2009	Friday, August 14, 2009
August 01-August 14, 2009 (A)	Monday, August 17, 2009	Friday, August 28, 2009
August 15- August 28, 2009 (A)	Friday, August 28, 2009	Friday, September 04, 2009
June 17-June 18, 2010 (A)	Friday, June 18, 2010	Friday, July 02, 2010
June 19-July 02, 2010 (A)	Friday, July 02, 2010	After July 02, 2010

(A) An initial supply of blank SE timesheets will be sent prior to the June 18-19 pay period. Timekeepers can also print a copy of Form 430-13 directly from the MCPS Web site at [www.montgomeryschoolsmd.org/departments/ersc](http://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 18-June 19, 2009, is to be posted online by 4:00 p.m. on Friday, June 19, 2009.

**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.