

Department of Employee and Retiree Services

MONTGOMERY COUNTY PUBLIC SCHOOLS

Rockville, Maryland

**SCHEDULE OF PAY PERIODS AND PAYDAYS FOR ALL MONTGOMERY COUNTY PUBLIC SCHOOLS EMPLOYEES
FY 2025–2026**

Pay Period	Pay Period Dates (Saturday through Friday)	Employees Must Submit Time Cards and Absence Requests by End of Shift (A)	Timekeeper to Review and Make Edits with Employees by 12:00 PM (B)	Timekeeper Must Review and Line Manager Must Approve Time Cards and Absence Requests by 4:00 PM (C)	Payday Dates
25	May 31, 2025—June 13, 2025	Friday, June 13, 2025	Monday, June 16, 2025	Tuesday, June 17, 2025	Friday, June 27, 2025
26	June 14, 2025—June 27, 2025	Friday, June 27, 2025	Monday, June 30, 2025	Monday, June 30, 2025	Friday, July 11, 2025
1	June 28, 2025—July 11, 2025	Friday, July 11, 2025	Monday, July 14, 2025	Monday, July 14, 2025	**Friday, July 25, 2025
2	July 12, 2025—July 25, 2025	Friday, July 25, 2025	Monday, July 28, 2025	Monday, July 28, 2025	Friday, August 8, 2025
3	July 26, 2025—August 8, 2025	Friday, August 8, 2025	Monday, August 11, 2025	Monday, August 11, 2025	Friday, August 22, 2025
4	August 9, 2025—August 22, 2025	Friday, August 22, 2025	Monday, August 25, 2025	Monday, August 25, 2025	Friday, September 5, 2025
5	August 23, 2025—September 5, 2025	Friday, September 5, 2025	Monday, September 8, 2025	Monday, September 8, 2025	*Friday, September 19, 2025
6	September 6, 2025—September 19, 2025	Friday, September 19, 2025	Monday, September 22, 2025	Monday, September 22, 2025	*Friday, October 3, 2025
7	September 20, 2025—October 3, 2025	Friday, October 3, 2025	Monday, October 6, 2025	Monday, October 6, 2025	*Friday, October 17, 2025
8	October 4, 2025—October 17, 2025	Friday, October 17, 2025	Monday, October 20, 2025	Monday, October 20, 2025	*Friday, October 31, 2025
9	October 18, 2025—October 31, 2025	Friday, October 31, 2025	Monday, November 3, 2025	Monday, November 3, 2025	*Friday, November 14, 2025
10	November 1, 2025—November 14, 2025	Friday, November 14, 2025	Monday, November 17, 2025	Monday, November 17, 2025	*Friday, November 28, 2025
11	November 15, 2025—November 28, 2025	Friday, November 28, 2025	Monday, December 1, 2025	Monday, December 1, 2025	*Friday, December 12, 2025
12	November 29, 2025—December 12, 2025	Friday, December 12, 2025	Monday, December 15, 2025	Monday, December 15, 2025	*Friday, December 26, 2025
13	December 13, 2025—December 26, 2025	Friday, December 26, 2025	Monday, December 29, 2025	Monday, December 29, 2025	*Friday, January 9, 2026
14	December 27, 2025—January 9, 2026	Friday, January 9, 2026	Monday, January 12, 2026	Monday, January 12, 2026	*Friday, January 23, 2026
15	January 10, 2026—January 23, 2026	Friday, January 23, 2026	Monday, January 26, 2026	Monday, January 26, 2026	*Friday, February 6, 2026
16	January 24, 2026—February 6, 2026	Friday, February 6, 2026	Monday, February 9, 2026	Monday, February 9, 2026	*Friday, February 20, 2026
17	February 7, 2026—February 20, 2026	Friday, February 20, 2026	Monday, February 23, 2026	Monday, February 23, 2026	*Friday, March 6, 2026
18	February 21, 2026—March 6, 2026	Friday, March 6, 2026	Monday, March 9, 2026	Monday, March 9, 2026	*Friday, March 20, 2026
19	March 7, 2026—March 20, 2026	Friday, March 20, 2026	Monday, March 23, 2026	Monday, March 23, 2026	*Friday, April 3, 2026
20	March 21, 2026—April 3, 2026	Friday, April 3, 2026	Tuesday, April 7, 2026	Tuesday, April 7, 2026	*Friday, April 17, 2026
21	April 4, 2026—April 17, 2026	Friday, April 17, 2026	Monday, April 20, 2026	Monday, April 20, 2026	*Friday, May 1, 2026

22	April 18,2026—May 1,2026	Friday, May 1, 2026	Monday, May 4, 2026	Monday, May 4, 2026	*Friday, May 15, 2026
23	May 2,2026—May 15,2026	Friday, May 15, 2026	Monday, May 18, 2026	Monday, May 18, 2026	*Friday, May 29, 2026
24	May 16,2026—May 29,2026	Friday, May 29, 2026	Monday, June 1, 2026	Monday, June 1, 2026	*Friday, June 12, 2026
25	May 30,2026—June 12,2026	Friday, June 12, 2026	Monday, June 15, 2026	Monday, June 15, 2026	Friday, June 26, 2026
26	June 13,2026—June 26,2026	Friday, June 26, 2026	Monday, June 29, 2026	Monday, June 29, 2026	Friday, July 10, 2026

* Pay period that has 10-month miscellaneous deductions withheld.

** Starting with the July 25, 2025, paycheck, 12-month employees' pension contributions will be deducted from every paycheck during the year, including the summer.

GENERAL INFORMATION

1. A 10-month teacher's gross hourly rate of pay is calculated by dividing their annual salary by **1752 annual hours**. The hourly rate is then multiplied by the number of hours scheduled biweekly to determine the biweekly gross pay before adjustments.
2. Paychecks for all staff, including permanent employees, short- and long-term substitute teachers, and temporary part-time employees, will be available via MCPS Hub+ Paystub 72 hours prior to the payday.
3. Employees are locked out of Hub+ Time and Absence as of 12:00 p.m. on the date in column B. Timekeepers and line managers can still make edits until 4:00 p.m. on the date in column C.
4. If a timekeeper or line manager submits a time card or absence on behalf of an employee, they must add a comment to document the reason the employee was unable to make the entry. Employees are expected to submit their own time and absences except in case of emergency.
5. Please address inquiries to the Employee and Retiree Service Center at 240-740-8100 or through ERSC Connect.