

NOTES TO THE SCHEDULE OF PAY PERIODS AND PAYDAYS FOR ALL  
MONTGOMERY COUNTY PUBLIC SCHOOLS EMPLOYEES  
FY 2023–2024

Pay Period Number and Pay Period Dates	Footnotes and Comments																																										
<b>PP01</b> June 03–June 16, 2023	<b>Attendance must be posted and released by 4:00 p.m. on Friday, June 16, 2023. Payday is Friday, June 30, 2023</b>																																										
<b>PP02</b> June 17–June 30, 2023	<b>Attendance for the pay period 6/17-6/30/22 must be posted and released by 4:00 p.m. on Friday, June 30, 2023</b>																																										
<b>PP03</b> July 01 –July 14, 2023	<b>HOLIDAY—Tuesday, July 4, 2023</b> for all permanent 12-month staff																																										
<b>PP04</b> July 15–July 28, 2023																																											
<b>PP05</b> July 29, 2023–August 11, 2023																																											
<b>PP06</b> August 12–August 25, 2023	<p><b>1st duty day for 10-month teachers</b> August 21, 2023</p> <p><b>1st duty days for:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>10-month School Secretaries I &amp; II, Off. Asst. II</td><td style="text-align: right;">August 16, 2023</td></tr> <tr><td>Media Assistants &amp; Serv. Techs</td><td style="text-align: right;">August 16, 2023</td></tr> <tr><td>10-month Cafeteria Workers I-CPF</td><td style="text-align: right;">August 21, 2023</td></tr> <tr><td>10-month Cafeteria Workers II-CPF</td><td style="text-align: right;">August 18, 2023</td></tr> <tr><td>Food Service Sanitation Tech I-CPF, Catering Ser. Worker</td><td style="text-align: right;">August 21, 2023</td></tr> <tr><td>Head Start Paraeducators</td><td style="text-align: right;">August 22, 2023</td></tr> <tr><td>Social Services Assistants</td><td style="text-align: right;">August 22, 2023</td></tr> <tr><td>Security Team Leaders</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>Cafeteria Managers</td><td style="text-align: right;">August 22, 2023</td></tr> <tr><td>Field Managers</td><td style="text-align: right;">August 21, 2023</td></tr> <tr><td>Bus Operators &amp; Bus Attendants</td><td style="text-align: right;">August 24, 2023</td></tr> <tr><td>Special Education Paraeducators</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>Paraeducators</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>Student Monitors</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>Security Assistants</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>English Composition Assistants</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>Interpreters for Hearing Impaired</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>Food Service Satellite Managers</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>Permanent Cafeteria Substitutes</td><td style="text-align: right;">August 23, 2023</td></tr> <tr><td>10-month Cafeteria Workers I</td><td style="text-align: right;">August 24, 2023</td></tr> <tr><td>Warehouse Workers I &amp; Truck Drivers</td><td style="text-align: right;">August 24, 2023</td></tr> </table> <p><b>SCHEDULED NO-WORK, NO PAY DAY (NPS)—Friday, August 25, 2023, for Bus Operators and Attendants</b></p> <p><b>Attendance must be posted and released by 4:00 p.m. on Monday, August 28, 2023</b></p>	10-month School Secretaries I & II, Off. Asst. II	August 16, 2023	Media Assistants & Serv. Techs	August 16, 2023	10-month Cafeteria Workers I-CPF	August 21, 2023	10-month Cafeteria Workers II-CPF	August 18, 2023	Food Service Sanitation Tech I-CPF, Catering Ser. Worker	August 21, 2023	Head Start Paraeducators	August 22, 2023	Social Services Assistants	August 22, 2023	Security Team Leaders	August 23, 2023	Cafeteria Managers	August 22, 2023	Field Managers	August 21, 2023	Bus Operators & Bus Attendants	August 24, 2023	Special Education Paraeducators	August 23, 2023	Paraeducators	August 23, 2023	Student Monitors	August 23, 2023	Security Assistants	August 23, 2023	English Composition Assistants	August 23, 2023	Interpreters for Hearing Impaired	August 23, 2023	Food Service Satellite Managers	August 23, 2023	Permanent Cafeteria Substitutes	August 23, 2023	10-month Cafeteria Workers I	August 24, 2023	Warehouse Workers I & Truck Drivers	August 24, 2023
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<b>PP07</b> August 26–September 08, 2023	<p><b>1st duty day for:</b> Permanent Lunch Hour Aides August 28, 2023</p> <p><b>HOLIDAY—Monday, September 4, 2023</b> for all permanent MCPS staff</p> <p><b>Attendance must be posted and released by 4:00 p.m. on Friday, September 08, 2023. Payday is September 15, 2023</b></p>																																										
<b>PP08</b> September 09– September 22, 2023																																											
<b>PP09</b> September 23–October 06, 2023	<b>SCHEDULED NO-WORK, NO-PAY DAY (NPS)— Monday, September 25, 2023</b> for all 10-month Support Services staff																																										

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<b>PP10</b> October 07–October 20, 2023	<b>SCHEDULED NO-WORK, NO-PAY DAY (NPS) – Monday, October 9, 2023</b> for all 10-month SEIU staff except for Bus Attendants and Bus Operators
<b>PP11</b> October 21–November 03, 2023	<b>SCHEDULED NO-WORK, NO-PAY DAY (NPS)—Wednesday, November 01, 2023</b> for the following 10-month SEIU staff: 10 mo. School Sec. I and II, Off. Asst. II, Field Trip Asst., Media Asst., All Paraeducators, Interp. Hearing Impaired I and II, Phys. Therapist Asst, Occup. Therapist Asst., Speech Path Asst., Security Asst., Student Monitor, Parent Coord., Dual Enrollment Asst., Perm. Lunch Hr. Aide, Social Servs. Asst., English Comp. Asst., 10-mo. Security Team Leader, Media Service Techs
<b>PP12</b> November 04–November 17, 2023	<b>Attendance must be posted and released by 4:00 p.m. on Friday, November 17, 2023</b>
<b>PP13</b> November 18–December 01, 2023	<b>SYSTEMWIDE CLOSING (EMR) – November 22, 2023</b> for all 12-month, 10-month MCEA, 11-month MCAAP staff <b>SCHEDULED NO-WORK, NO-PAY DAY (NPS) – November 22, 2023</b> for all 10-month SEIU staff <b>HOLIDAYS—November 23 &amp; 24, 2023</b> for all permanent MCPS staff
<b>PP14</b> December 02–December 15, 2023	<b>Attendance must be posted and released by 4:00 p.m. on Friday, December 15, 2023</b>
<b>PP15</b> December 16–December 29, 2023	<b>HOLIDAY—December 25, 2023</b> for all permanent MCPS staff <b>COMPENSABLE NON-DUTY DAYS—December 26, 27, 28, and 29, 2023</b> for 10-month MCEA & 11-month MCAAP staff <b>SYSTEMWIDE CLOSING – December 28 and 29</b> for all 12-month staff <b>SCHEDULED NO-WORK, NO PAY DAYS (NPS)—December 26, 27, 28, and 29, 2023</b> for all 10-month SEIU staff
<b>PP16</b> December 30–January 12, 2024	<b>HOLIDAY – January 01, 2024</b> for all permanent MCPS staff <b>SCHEDULED NO-WORK, NO PAY DAYS (NPS) – January 2, 2024</b> for all 10-month SEIU staff <b>Attendance must be posted and released by 4:00 p.m. on Tuesday, January 15, 2024</b>
<b>PP17</b> January 13–January 26, 2024	<b>HOLIDAY—Monday, January 15, 2024</b> for all permanent MCPS staff
<b>PP18</b> January 27–February 09, 2024	<b>SCHEDULED NO-WORK, NO-PAY DAY (NPS)—January 29, 2024</b> for the following 10-month SEIU staff: Food Srvc. Field Mgrs: Café.Perm. Sub, Food Srvc Satellite Mgr I, II, III; Café Wkr. I; Warehouse Worker; Truck Driver/Warehouse Worker; CPF Worker I &II; Catering Services Worker; Food Srvc Sanitation Tech; 10-mth Café Mgrs;
<b>PP19</b> February 10–February 23, 2024	<b>HOLIDAY—Monday, February 19, 2024</b> for all permanent MCPS staff
<b>PP20</b> February 24–March 08, 2024	
<b>PP21</b> March 09–March 22, 2024	
<b>PP22</b> March 23–April 05, 2024	<b>HOLIDAYS—Friday, March 29 and Monday, April 1, 2024</b> for all permanent MCPS staff <b>COMPENSABLE NON-DUTY DAYS—March 25, 26, 27, and 28, 2024</b> for 10-month MCEA & 11-month MCAAP) <b>SYSTEMWIDE CLOSING – March 27 and 28, 2024 –</b> for all 12-month staff <b>SCHEDULED NO-WORK, NO PAY DAYS (NPS)— March 25, 26, 27, and 28, 2024</b> for all 10-month SEIU staff
<b>PP23</b> April 06–April 19, 2024	<b>SCHEDULED NO-WORK, NO-PAY DAY (NPS) – Wednesday, April 10, 2024</b> for all 10-month SEIU staff except for CPF Workers I and II, Catering Services Workers and CPF food Service Sanitation Techs
<b>PP24</b> April 20–May 03, 2024	<b>SCHEDULED NO-WORK, NO-PAY DAY (NPS) – Monday, April 22, 2024</b> for all 10-month SEIU staff

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