

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2008 - 2009

NOTE: *All payroll schedules reflect standard Lawson biweekly pay periods.*

The 2008-2009 Payroll Schedules were originally submitted to the Board for approval on May 6, 2008.

Revision #1:

Revisions to the 2008-2009 Payroll Schedules were approved by the Board on October 7, 2008 due to revisions in the work calendars provided by Human Resources.

- a. Fair Day is now reflected as February 6, 2009, instead of February 13th.*
- b. President's Day, a non-paid holiday for many less than 12 month employees, will be on February 16, 2009, instead of February 23rd.*
- c. DEES Attendants (V21) will work 191 days during the 2008-2009 school year, instead of 190 days. November 11, 2008 will be a non-paid holiday and May 1, 2009 will be a work day. Their last work day will be on June 5, 2009, instead of June 4th.*
- d. Teacher Aides (V31) will have a non-paid holiday on November 11, 2008, instead of a work day. Their last work day will be on June 5, 2009, instead of June 4th.*
- e. OT Assistants and PT Assistants (V34) will have a non-paid holiday on November 11, 2008 and a work day on May 1, 2009.*
- f. Assistant Teachers and Staff Occupational Therapists (V39) will have a non-paid holiday on November 11, 2008 and a work day on May 1, 2009.*

Revision #2:

Revisions to the 2008-2009 Payroll Schedules were approved by the Board on April 21, 2009 to change the final payday for the fiscal year to June 30, 2009, instead of the previously approved July 2009 payday.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2008 - 2009

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Hillsborough County Public Schools
A PAYROLL
INSTRUCTIONAL LESS THAN 12 MONTH
2008 - 2009

Pay Plan:
ALL1

Lawson Pay Period	Legacy Pay Class :		A01/199	A02/200	A03/204	A04/216	A05/214	A07/205	A08/204	A09/206	A10/208
			Revised	Revised	Revised	Revised	Revised	Revised	Revised	Revised	Revised
	Pay Date	Day	10 Month Teachers, Diagnosticians, Alt Ed Teachers	Social Workers	10 1/2 Month Teachers	Secondary Asst Prin	11 Month Teachers	Psych	Elem & Middle School Guidance Couns	High School Guidance Counselors	Elem Asst Prin
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/08 - 07/12/08	07/18/08	Fri	---	---	---	---	---	---	---	---	---
07/13/08 - 07/26/08	08/01/08	Fri	---	---	---	3	2	---	---	---	---
07/27/08 - 08/09/08	08/15/08	Fri	1	2	6	10	10	2	4	6	6
08/10/08 - 08/23/08	08/29/08	Fri	10	10	10	10	10	10	10	10	10
08/24/08 - 09/06/08	09/12/08	Fri	10	10	10	10	10	10	10	10	10
09/07/08 - 09/20/08	09/26/08	Fri	10	10	10	10	10	10	10	10	10
09/21/08 - 10/04/08	10/10/08	Fri	10	10	10	10	10	10	10	10	10
10/05/08 - 10/18/08	10/24/08	Fri	10	10	10	10	10	10	10	10	10
10/19/08 - 11/01/08	11/07/08	Fri	10	10	10	10	10	10	10	10	10
11/02/08 - 11/15/08	11/21/08	Fri	9	9	9	9	9	9	9	9	9
11/16/08 - 11/29/08	12/05/08	Fri	10	10	10	10	10	10	10	10	10
11/30/08 - 12/13/08	12/19/08	Fri	10	10	10	10	10	10	10	10	10
12/14/08 - 12/27/08	01/02/09 *	Fri	5	5	5	5	5	5	5	5	5
12/28/08 - 01/10/09	01/16/09	Fri	5	5	5	5	5	5	5	5	5
01/11/09 - 01/24/09	01/30/09	Fri	10	10	10	10	10	10	10	10	10
01/25/09 - 02/07/09	02/13/09	Fri	10	10	10	10	10	10	10	10	10
02/08/09 - 02/21/09	02/27/09	Fri	9	9	9	9	9	9	9	9	9
02/22/09 - 03/07/09	03/13/09	Fri	10	10	10	10	10	10	10	10	10
03/08/09 - 03/21/09	03/27/09	Fri	10	10	10	10	10	10	10	10	10
03/22/09 - 04/04/09	04/10/09 *	Fri	10	10	10	10	10	10	10	10	10
04/05/09 - 04/18/09	04/24/09	Fri	5	5	5	5	5	5	5	5	5
04/19/09 - 05/02/09	05/08/09	Fri	10	10	10	10	10	10	10	10	10
05/03/09 - 05/16/09	05/22/09	Fri	10	10	10	10	10	10	10	10	10
05/17/09 - 05/30/09	06/05/09	Fri	10	10	10	10	10	10	10	10	10
05/31/09 - 06/13/09	06/19/09	Fri	E 5	E 5	E 5	E 10	E 9	E 10	E 7	E 7	E 9
06/14/09 - 06/27/09	06/30/09	Tue	---	---	---	---	---	---	---	---	---
06/28/09 - 06/30/09	06/30/09	Tue	---	---	---	---	---	---	---	---	---

Revised paid days on 02/27/09 & 03/13/09

 This symbol identifies when the escrow balance will be paid.

Total Days:	199	200	204	216	214	205	204	206	208
Start Date:	08/08/08 F	08/07/08 Th	08/01/08 F	07/23/08 W	07/24/08 Th	08/07/08 Th	08/05/08 Tu	08/01/08 F	08/01/08 F
End Date:	06/05/09 F	06/05/09 F	06/05/09 F	06/12/09 F	06/11/09 Th	06/12/09 F	06/09/09 Tu	06/09/09 Tu	06/11/09 Th

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning of year paydays with no escrow contribution: >> No escrow is withheld on 9 day pay periods.<<	08/15/08	08/15/08	08/15/08	08/01/08	08/01/08	08/15/08	08/15/08	08/15/08	08/15/08
Equalized Pay Payback Dates:	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09
End of Year Escrow Payback Payday:	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09

* Two paydays are scheduled during holidays on 01/02/09 (during Winter Break) and 04/10/09 (during Spring Break).
REVISION: 1/16/09 PAYDAY WAS ORIGINALLY MARKED IN ERROR. CORRECT DATE IS 1/02/09.

Hillsborough County Public Schools

A PAYROLL
INSTRUCTIONAL LESS THAN 12 MONTH JOB SHARE POSITIONS
2008 - 2009

Pay Plan:
ALL1

Lawson Pay Period	Pay Date	Day	Legacy Pay Class :	A01/210	A02/211	A03/215	A05/225	A07/216	A08/215	A09/217	JOB SHARE 11 FULL DAYS				
				Revised	Revised	Revised	Revised	Revised	Revised	Revised					
				10 Month JOB SHARE	Social Workers JOB SHARE	10 1/2 Month Teachers JOB SHARE	11 Month Teachers JOB SHARE	Psych JOB SHARE	Elem & Middle School Guidance Couns JOB SHARE	High School Guidance Counselors JOB SHARE					
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days					
07/01/08 - 07/12/08	07/18/08	Fri		---	---	---	---	---	---	---					
07/13/08 - 07/26/08	08/01/08	Fri		---	---	---	2	---	---	---					
07/27/08 - 08/09/08	08/15/08	Fri		2	3	7	11	3	5	7	1 day				
08/10/08 - 08/23/08	08/29/08	Fri		15	15	15	15	15	15	15	5 days				
08/24/08 - 09/06/08	09/12/08	Fri		10	10	10	10	10	10	10					
09/07/08 - 09/20/08	09/26/08	Fri		10	10	10	10	10	10	10					
09/21/08 - 10/04/08	10/10/08	Fri		10	10	10	10	10	10	10					
10/05/08 - 10/18/08	10/24/08	Fri		11	11	11	11	11	11	11	1 day				
10/19/08 - 11/01/08	11/07/08	Fri		10	10	10	10	10	10	10					
11/02/08 - 11/15/08	11/21/08	Fri		9	9	9	9	9	9	9					
11/16/08 - 11/29/08	12/05/08	Fri		11	11	11	11	11	11	11	1 day				
11/30/08 - 12/13/08	12/19/08	Fri		10	10	10	10	10	10	10					
12/14/08 - 12/27/08	01/02/09*	Fri		5	5	5	5	5	5	5					
12/28/08 - 01/10/09	01/16/09	Fri		6	6	6	6	6	6	6	1 day				
01/11/09 - 01/24/09	01/30/09	Fri		10	10	10	10	10	10	10					
01/25/09 - 02/07/09	02/13/09	Fri		10	10	10	10	10	10	10					
02/08/09 - 02/21/09	02/27/09	Fri		9	9	9	9	9	9	9					
02/22/09 - 03/07/09	03/13/09	Fri		10	10	10	10	10	10	10					
03/08/09 - 03/21/09	03/27/09	Fri		10	10	10	10	10	10	10					
03/22/09 - 04/04/09	04/10/09*	Fri		10	10	10	10	10	10	10					
04/05/09 - 04/18/09	04/24/09	Fri		5	5	5	5	5	5	5					
04/19/09 - 05/02/09	05/08/09	Fri		11	11	11	11	11	11	11	1 day				
05/03/09 - 05/16/09	05/22/09	Fri		10	10	10	10	10	10	10					
05/17/09 - 05/30/09	06/05/09	Fri		10	10	10	10	10	10	10					
05/31/09 - 06/13/09	06/19/09	Fri	E	6	E	6	E	10	E	11	E	8	E	8	1 day
06/14/09 - 06/27/09	06/30/09	Tue		---	---	---	---	---	---	---					
06/28/09 - 06/30/09	06/30/09	Tue		---	---	---	---	---	---	---					

E This symbol identifies when the escrow balance will be paid.

Total Days:	210	211	215	225	216	215	217
Start Date:	08/08/08 F	08/07/08 Th	08/01/08 F	07/24/08 Th	08/07/08 Th	08/05/08 Tu	08/01/08 F
End Date:	06/05/09 F	06/05/09 F	06/05/09 F	06/11/09 Th	06/12/09 F	06/09/09 Tu	06/09/09 Tu

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning of year paydays with no escrow contribution: >> No escrow is withheld on 9 day pay periods.<<	08/15/08	08/15/08	08/15/08	08/01/08	08/15/08	08/15/08	08/15/08
Equalized Pay Payback Dates:	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09
End of Year Escrow Payback Payday:	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09

* Two paydays are scheduled during holidays on 01/02/09 (during Winter Break) and 04/10/09 (during Spring Break).

Hillsborough County Public Schools
N PAYROLL - EARN & LEARN, BILINGUAL
P PAYROLL - 12 MONTH INSTRUCTIONAL SUPPORT
R PAYROLL - 12 MONTH INSTRUCTIONAL & ADMINISTRATORS
2008 - 2009

Pay Plan:
ALL1

Lawson Pay Period	Legacy Pay Class :		P01, R01 & R02	P03, R03 & R05
	Pay Date	Day	Paid Days	Paid Days
07/01/08 - 07/12/08	07/18/08	Fri	9	9
07/13/08 - 07/26/08	08/01/08	Fri	10	10
07/27/08 - 08/09/08	08/15/08	Fri	10	10
08/10/08 - 08/23/08	08/29/08	Fri	10	10
08/24/08 - 09/06/08	09/12/08	Fri	9	9
09/07/08 - 09/20/08	09/26/08	Fri	10	10
09/21/08 - 10/04/08	10/10/08	Fri	10	10
10/05/08 - 10/18/08	10/24/08	Fri	10	10
10/19/08 - 11/01/08	11/07/08	Fri	10	10
11/02/08 - 11/15/08	11/21/08	Fri	10	10
11/16/08 - 11/29/08	12/05/08	Fri	8	9
11/30/08 - 12/13/08	12/19/08	Fri	10	10
12/14/08 - 12/27/08	01/02/09 *	Fri	10	10
12/28/08 - 01/10/09	01/16/09	Fri	10	9
01/11/09 - 01/24/09	01/30/09	Fri	9	9
01/25/09 - 02/07/09	02/13/09	Fri	10	10
02/08/09 - 02/21/09	02/27/09	Fri	10	10
02/22/09 - 03/07/09	03/13/09	Fri	10	10
03/08/09 - 03/21/09	03/27/09	Fri	10	10
03/22/09 - 04/04/09	04/10/09 *	Fri	10	10
04/05/09 - 04/18/09	04/24/09	Fri	7	10
04/19/09 - 05/02/09	05/08/09	Fri	10	10
05/03/09 - 05/16/09	05/22/09	Fri	10	10
05/17/09 - 05/30/09	06/05/09	Fri	9	10
05/31/09 - 06/13/09	06/19/09	Fri	E	E
06/14/09 - 06/27/09	06/30/09	Tue	10	10
06/28/09 - 06/30/09	06/30/09	Tue	2	2

Revised Pay Date

E This symbol identifies when the escrow balance will be paid.

Total Days:	253	257
Start Date:	07/01/08	07/01/08
End Date:	06/30/09	06/30/09

Equalized days per payday - core year:	9.625 days	9.625 days
Equalized Pay Factor - core year:	0.0375	0.0375
Paydays with no escrow contribution:	07/18/08 06/30/09 ← Revised → 06/30/09	07/18/08 06/30/09
Equalized Pay Payback Dates:	09/12/08 12/05/08 01/30/09 04/24/09 06/05/09	09/12/08 12/05/08 01/16/09 01/30/09
End of Year Escrow Payback Payday:	06/19/09	06/19/09

* Two paydays are scheduled during holidays on 01/02/09 (during Winter Break) and 04/10/09 (during Spring Break).
 Note: Accumulated escrow balances will be paid out at the end of each fiscal year usually on the second payday in June. No escrow contributions or payback will be processed until the first full 10-day pay period in the new fiscal year.

Hillsborough County Public Schools
S PAYROLL - SUBSTITUTES
 Legacy Pay Class Codes: S01 & S02
 2008 - 2009

Pay Plan: ALL1

Warning: Even though the standard Lawson pay periods are provided below, employees are reported and paid for actual hours worked as of the payroll approval deadline. When the payroll approval deadline is before the end of the pay period, only the known hours worked can be reported.

◆ Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payday.

Lawson Pay Period	Legacy Pay Class :		S01	S02
	Pay Date	Day	Instructional	Instructional Support
			Maximum Days ¹	Maximum Days ²
06/29/08 - 07/12/08	07/18/08	Fri	N/A	9
07/13/08 - 07/26/08	08/01/08	Fri	N/A	10
07/27/08 - 08/09/08	08/15/08	Fri	N/A	10
08/10/08 - 08/23/08	08/29/08	Fri	5	10
08/24/08 - 09/06/08	09/12/08	Fri	9	9
09/07/08 - 09/20/08	09/26/08	Fri	10	10
09/21/08 - 10/04/08	10/10/08	Fri	10	10
10/05/08 - 10/18/08	10/24/08	Fri	9	10
10/19/08 - 11/01/08	11/07/08	Fri	10	10
11/02/08 - 11/15/08	11/21/08	Fri	9	10
11/16/08 - 11/29/08	12/05/08	Fri	7 ◆	8 ◆
11/30/08 - 12/13/08	12/19/08	Fri	10 ◆	10 ◆
12/14/08 - 12/27/08	01/02/09 *	Fri	5 ◆	5 ◆
12/28/08 - 01/10/09	01/16/09	Fri	4	5
01/11/09 - 01/24/09	01/30/09	Fri	9	9
01/25/09 - 02/07/09	02/13/09	Fri	9 ◆	10 ◆
02/08/09 - 02/21/09	02/27/09	Fri	9	10
02/22/09 - 03/07/09	03/13/09	Fri	10	10
03/08/09 - 03/21/09	03/27/09	Fri	10	10
03/22/09 - 04/04/09	04/10/09 *	Fri	10 ◆	10 ◆
04/05/09 - 04/18/09	04/24/09	Fri	5	5
04/19/09 - 05/02/09	05/08/09	Fri	9 ◆	10 ◆
05/03/09 - 05/16/09	05/22/09	Fri	10	10
05/17/09 - 05/30/09	06/05/09	Fri	9	9
05/31/09 - 06/13/09	06/19/09	Fri	4	10
06/14/09 - 06/27/09	06/30/09	Tue	N/A	10 ◆

Revised paid days on 02/13/09 & 03/13/09

Revised Pay Date

¹ The maximum number of days specified above for instructional substitutes is based on the actual number of student days in the pay period during the regular school year. Generally, instructional substitutes do not work on non-student days. However, the school administrator may seek prior approval from the Area Director to allow an instructional substitute to work on a non-student day. When this occurs, the number of days worked in the pay period may exceed the maximum number of days indicated on the above schedule. A copy of the approval must be mailed or faxed to the Payroll Department at the earliest possible date.

² The maximum number of days in each pay period will vary depending on the appropriate work schedule for each position. For example, substitute custodians may work on a conference day while substitute lunchroom workers may not work this day.

* Two paydays are scheduled during holidays on 01/02/09 (during Winter Break) and 04/10/09 (during Spring Break).
 ◆ Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payday.

Hillsborough County Public Schools
NON-PERMANENT ASSIGNMENTS
TEMPORARY, EXTENDED LEARNING PROGRAM
AND NON-SUMMER SCHOOL
2008 - 2009

Pay Plan: ALL1

Warning: Even though the standard Lawson pay periods are provided below, employees are reported and paid for actual hours worked as of the payroll approval deadline. When the payroll approval deadline is before the end of the pay period, only the known hours worked can be reported.

◆ Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payday.

Lawson Pay Period	Legacy Pay Class :		T01, T07 & ADPER	T06
	Pay Date	Day	Instructional Maximum Days ¹	Instructional Support Maximum Days ²
06/29/08 - 07/12/08	07/18/08	Fri	N/A	9
07/13/08 - 07/26/08	08/01/08	Fri	N/A	10
07/27/08 - 08/09/08	08/15/08	Fri	N/A	10
08/10/08 - 08/23/08	08/29/08	Fri	5	10
08/24/08 - 09/06/08	09/12/08	Fri	9	9
09/07/08 - 09/20/08	09/26/08	Fri	10	10
09/21/08 - 10/04/08	10/10/08	Fri	10	10
10/05/08 - 10/18/08	10/24/08	Fri	9	10
10/19/08 - 11/01/08	11/07/08	Fri	10	10
11/02/08 - 11/15/08	11/21/08	Fri	9	10
11/16/08 - 11/29/08	12/05/08	Fri	7 ◆	8 ◆
11/30/08 - 12/13/08	12/19/08	Fri	10 ◆	10 ◆
12/14/08 - 12/27/08	01/02/09 *	Fri	5 ◆	5 ◆
12/28/08 - 01/10/09	01/16/09	Fri	4	5
01/11/09 - 01/24/09	01/30/09	Fri	9	9
01/25/09 - 02/07/09	02/13/09	Fri	9 ◆	10 ◆
02/08/09 - 02/21/09	02/27/09	Fri	9	10
02/22/09 - 03/07/09	03/13/09	Fri	10	10
03/08/09 - 03/21/09	03/27/09	Fri	10	10
03/22/09 - 04/04/09	04/10/09 *	Fri	10 ◆	10 ◆
04/05/09 - 04/18/09	04/24/09	Fri	5	5
04/19/09 - 05/02/09	05/08/09	Fri	9 ◆	10 ◆
05/03/09 - 05/16/09	05/22/09	Fri	10	10
05/17/09 - 05/30/09	06/05/09	Fri	9	9
05/31/09 - 06/13/09	06/19/09	Fri	4	10
06/14/09 - 06/27/09	06/30/09	Tue	N/A	10 ◆

Revised paid days on 02/13/09 & 03/13/09

Revised Pay Date

¹ The maximum number of days in each pay period will vary depending on the appropriate work schedule for each position. For example, temporary custodians may work on a conference day while temporary school food service workers may not work on this day.

² The maximum number of days specified above for instructional non-permanent positions is based on the number of student days in each pay period during the regular school year. The maximum number for instructional support non-permanent positions is based on the 253-day 12-month work calendar excluding holidays. Employees with non-permanent positions should be paid for ACTUAL hours worked during each pay period.

³ Teachers with the additional period position will be coded with the A01 pay class and the ADPER department.

Employees with the additional period position are NOT paid for the extra hour per day whenever:

- a. The teacher is absent due to sick, personal or non-paid leave OR
- b. There is a non-student day (conference, professional, pre-planning, post-planning and work days).

Additional period teachers are paid for the extra hour per day whenever:

- a. The teacher actually works the additional hour,
- b. The teacher is on professional duty elsewhere,
- c. The teacher is absent due to jury duty OR
- d. The teacher works on an early release day.

⁴ Instructional non-permanent positions in Lawson will be identified with the T01 pay class in Lawson.

Instructional ELP positions will be identified with the T07 pay class.

Instructional support non-permanent positions in Lawson will be identified with the T06 pay class in Lawson.

*Two paydays are scheduled during holidays on 01/02/09 (during Winter Break) and 04/10/09 (during Spring Break).

◆ Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payday.

Hillsborough County Public Schools
2008 EXTENDED SCHOOL YEAR PROGRAM

**"T03" Summer Instructional &
 "T05" Summer Instructional Support Payroll**

Pay Period	Pay Date	max
06/06/08 - 06/14/08	06/20/08 Fri	6
06/15/08 - 06/28/08	06/30/08 Mon	10
06/29/08 - 07/12/08	07/18/08 Fri	9
07/13/08 - 07/26/08	08/01/08 Fri	10
07/27/08 - 08/07/08	08/15/08 Fri	9

"T04" Summer Bus Drivers Payroll

Pay Period	Pay Date	max
06/09/08 - 06/14/08	06/20/08 Fri	5
06/15/08 - 06/28/08	06/30/08 Mon	10
06/29/08 - 07/12/08	07/18/08 Fri	9
07/13/08 - 07/26/08	08/01/08 Fri	10
07/27/08 - 08/06/08	08/15/08 Fri	8

Hillsborough County Public Schools
V PAYROLL
LESS THAN 12 MONTH INSTRUCTIONAL SUPPORT
2008 - 2009

Pay Plan: ALL1

Lawson Pay Period	Legacy Pay Class :		V21/191	V22/193	V23/224	V24/205	V25/209	V26/211
	Pay Date	Day	Revised	Revised				
			DEES Attendants	Bus Drivers	Personal Secty	10 1/2 Month Clerks	Middle School Bookpr	High School Bookpr
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/08 - 07/12/08	07/18/08	Fri	---	---	---	---	---	---
07/13/08 - 07/26/08	08/01/08	Fri	---	---	6	---	---	---
07/27/08 - 08/09/08	08/15/08	Fri	1	2	10	6	5	5
08/10/08 - 08/23/08	08/29/08	Fri	5	5	10	10	10	10
08/24/08 - 09/06/08	09/12/08	Fri	10	10	10	10	10	10
09/07/08 - 09/20/08	09/26/08	Fri	10	10	10	10	10	10
09/21/08 - 10/04/08	10/10/08	Fri	10	10	10	10	10	10
10/05/08 - 10/18/08	10/24/08	Fri	9	9	10	10	10	10
10/19/08 - 11/01/08	11/07/08	Fri	10	10	10	10	10	10
11/02/08 - 11/15/08	11/21/08	Fri	9	10	10	10	10	10
11/16/08 - 11/29/08	12/05/08	Fri	9	9	9	9	9	9
11/30/08 - 12/13/08	12/19/08	Fri	10	10	10	10	10	10
12/14/08 - 12/27/08	01/02/09 *	Fri	6	6	6	6	6	6
12/28/08 - 01/10/09	01/16/09	Fri	5	5	6	6	6	6
01/11/09 - 01/24/09	01/30/09	Fri	9	9	9	9	9	9
01/25/09 - 02/07/09	02/13/09	Fri	10	10	10	10	10	10
02/08/09 - 02/21/09	02/27/09	Fri	9	9	10	10	10	10
02/22/09 - 03/07/09	03/13/09	Fri	10	10	10	10	10	10
03/08/09 - 03/21/09	03/27/09	Fri	10	10	10	10	10	10
03/22/09 - 04/04/09	04/10/09 *	Fri	10	10	10	10	10	10
04/05/09 - 04/18/09	04/24/09	Fri	5	5	5	5	5	5
04/19/09 - 05/02/09	05/08/09	Fri	10	9	9	9	9	9
05/03/09 - 05/16/09	05/22/09	Fri	10	10	10	10	10	10
05/17/09 - 05/30/09	06/05/09	Fri	9	9	9	9	9	9
05/31/09 - 06/13/09	06/19/09	Fri	E	E	E	E	E	E
06/14/09 - 06/27/09	06/30/09	Tue	---	---	5	---	1	3
06/28/09 - 06/30/09	06/30/09	Tue	---	---	---	---	---	---

Revised Pay Date

Revised End Date & Paid Days

E This symbol identifies when the escrow balance will be paid.

Total Days:	191	193	224	205	209	211
Start Date:	08/08/08 F	08/07/08 Th	07/18/08 F	08/01/08 F	08/04/08 M	08/04/08 M
End Date:	06/05/09 F	06/08/09 M	06/19/09 F	06/08/09 M	06/15/09 M	06/17/09 W

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9 day pay periods.<<	08/15/08 08/29/08	08/15/08 08/29/08	08/01/08 06/30/09	08/15/08 Revised	08/15/08 06/30/09	08/15/08 06/30/09
Equalized Pay Payback Dates:	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09
End of Year Escrow Payback Payday:	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09

* Two paydays are scheduled during holidays on 01/02/09 (during Winter Break) and 04/10/09 (during Spring Break).

Hillsborough County Public Schools
V PAYROLL
LESS THAN 12 MONTH INSTRUCTIONAL SUPPORT
2008 - 2009

Pay Plan: ALL1

Lawson Pay Period	Legacy Pay Class :		V27/213	V28/200	V30/195	V31/196	V32/213	V34/224
				Revised	Revised	Revised		Revised
			Data Processors & Lead Drivers	SNS Mgr	SNS Asst, Product Coord	196-day Teacher Aide	High School Registrar	OT/PT Asst
Pay Date	Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/08 - 07/12/08	07/18/08	Fri	---	---	---	---	---	---
07/13/08 - 07/26/08	08/01/08	Fri	---	---	---	---	---	---
07/27/08 - 08/09/08	08/15/08	Fri	10	3	---	---	10	10
08/10/08 - 08/23/08	08/29/08	Fri	10	10	9	10	10	10
08/24/08 - 09/06/08	09/12/08	Fri	10	10	10	10	10	10
09/07/08 - 09/20/08	09/26/08	Fri	10	10	10	10	10	10
09/21/08 - 10/04/08	10/10/08	Fri	10	10	10	10	10	10
10/05/08 - 10/18/08	10/24/08	Fri	10	10	10	10	10	10
10/19/08 - 11/01/08	11/07/08	Fri	10	10	10	10	10	10
11/02/08 - 11/15/08	11/21/08	Fri	10	10	10	9	10	9
11/16/08 - 11/29/08	12/05/08	Fri	9	9	9	9	9	9
11/30/08 - 12/13/08	12/19/08	Fri	10	10	10	10	10	10
12/14/08 - 12/27/08	01/02/09 *	Fri	6	6	6	6	6	6
12/28/08 - 01/10/09	01/16/09	Fri	6	6	6	6	6	6
01/11/09 - 01/24/09	01/30/09	Fri	9	9	9	9	9	9
01/25/09 - 02/07/09	02/13/09	Fri	10	10	10	10	10	10
02/08/09 - 02/21/09	02/27/09	Fri	10	9	9	9	10	9
02/22/09 - 03/07/09	03/13/09	Fri	10	10	10	10	10	10
03/08/09 - 03/21/09	03/27/09	Fri	10	10	10	10	10	10
03/22/09 - 04/04/09	04/10/09 *	Fri	10	10	10	10	10	10
04/05/09 - 04/18/09	04/24/09	Fri	5	5	5	5	5	5
04/19/09 - 05/02/09	05/08/09	Fri	9	9	9	9	9	10
05/03/09 - 05/16/09	05/22/09	Fri	10	10	10	10	10	10
05/17/09 - 05/30/09	06/05/09	Fri	9	9	9	9	9	9
05/31/09 - 06/13/09	06/19/09	Fri	E 10	E 5	E 4	E 5	E 10	E 10
06/14/09 - 06/27/09	06/30/09	Tue	---	---	---	---	---	10
06/28/09 - 06/30/09	06/30/09	Tue	---	---	---	---	---	2

Revised paid days on 11/21/08, 02/27/09, 03/13/09 & 06/19/09

Revised paid days on 11/21/08, 02/27/09, 03/13/09 & 05/08/09

Revised Pay Date

Revised End Date & Paid Days

E This symbol identifies when the escrow balance will be paid.

Total Days:	213	200	195	196	213	224
Start Date:	07/28/08 M	08/06/08 W	08/12/08 Tu	08/11/08 M	07/28/08 M	07/28/08 M
End Date:	06/12/09 F	06/05/09 F	06/04/09 Th	06/05/09 F	06/12/09 F	06/30/09 Tu

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9 day pay periods.<<	none	08/15/08	08/29/08	none	none Revised	06/30/09
Equalized Pay Payback Dates:	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09
End of Year Escrow Payback Payday:	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09

* Two paydays are scheduled during holidays on 01/02/09 (during Winter Break) and 04/10/09 (during Spring Break).

Hillsborough County Public Schools
V PAYROLL
LESS THAN 12 MONTH INSTRUCTIONAL SUPPORT
2008 - 2009

Pay Plan: ALL1

Lawson Pay Period	Legacy Pay Class :		V35/190	V36/211	V37/205	V39/200	V40/201
			Revised			Revised	Revised
	Pay Date	Day	Riders	Health Asst & LPN	Staff Nurses	Asst Teachers & OT/PT	Head Start Instructors
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/08 - 07/12/08	07/18/08	Fri	---	---	---	---	---
07/13/08 - 07/26/08	08/01/08	Fri	---	---	---	---	---
07/27/08 - 08/09/08	08/15/08	Fri	---	3	3	1	2
08/10/08 - 08/23/08	08/29/08	Fri	5	10	10	10	10
08/24/08 - 09/06/08	09/12/08	Fri	10	10	10	10	10
09/07/08 - 09/20/08	09/26/08	Fri	10	10	10	10	10
09/21/08 - 10/04/08	10/10/08	Fri	10	10	10	10	10
10/05/08 - 10/18/08	10/24/08	Fri	9	10	10	10	10
10/19/08 - 11/01/08	11/07/08	Fri	10	10	10	10	10
11/02/08 - 11/15/08	11/21/08	Fri	10	10	10	9	10
11/16/08 - 11/29/08	12/05/08	Fri	9	9	9	10	10
11/30/08 - 12/13/08	12/19/08	Fri	10	10	10	10	10
12/14/08 - 12/27/08	01/02/09 *	Fri	6	6	6	6	6
12/28/08 - 01/10/09	01/16/09	Fri	5	6	6	6	6
01/11/09 - 01/24/09	01/30/09	Fri	9	9	9	9	9
01/25/09 - 02/07/09	02/13/09	Fri	10	10	10	10	10
02/08/09 - 02/21/09	02/27/09	Fri	9	10	10	10	10
02/22/09 - 03/07/09	03/13/09	Fri	10	10	10	10	10
03/08/09 - 03/21/09	03/27/09	Fri	10	10	10	10	10
03/22/09 - 04/04/09	04/10/09 *	Fri	10	10	10	10	10
04/05/09 - 04/18/09	04/24/09	Fri	5	5	5	5	5
04/19/09 - 05/02/09	05/08/09	Fri	9	9	9	10	9
05/03/09 - 05/16/09	05/22/09	Fri	10	10	10	10	10
05/17/09 - 05/30/09	06/05/09	Fri	9	9	9	9	9
05/31/09 - 06/13/09	06/19/09	Fri	E 5	E 10	E 9	E 5	E 5
06/14/09 - 06/27/09	06/30/09	Tue	---	5	---	---	---
06/28/09 - 06/30/09	06/30/09	Tue	---	---	---	---	---

Revised Pay Date

E This symbol identifies when the escrow balance will be paid.

Total Days:	190	211	205	200	201
Start Date:	08/18/08 M	08/06/08 W	08/06/08 W	08/08/08 F	08/07/08 Th
End Date:	06/05/09 F	06/19/09 F	06/11/09 Th	06/05/09 F	06/05/09 F

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9 day pay periods.<<	08/29/08 Revised	08/15/08 06/30/09	08/15/08	08/15/08	08/15/08
Equalized Pay Payback Dates:	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09	01/02/09 01/16/09 04/24/09
End of Year Escrow Payback Payday:	06/19/09	06/19/09	06/19/09	06/19/09	06/19/09

* Two paydays are scheduled during holidays on 01/02/09 (during Winter Break) and 04/10/09 (during Spring Break).

Hillsborough County Public Schools
EMPLOYEE DEDUCTION SCHEDULE
 2008 - 2009

Legacy Payroll Code ▶▶▶			A Payroll	P & R Payrolls	V Payroll		
Deduction Title	Payment Description	Deduction Code	Deductions per Year & Paydays	Deductions per Year & Paydays	Deductions per Year & Paydays		
Taxes	Federal Tax	FED TAX	Every Payday	Every Payday	Every Payday		
	Additional Tax	FED TAX					
	Earned Income Credit	EIC					
	FICA Tax	FICA EE					
	Medicare Tax	MED EE					
	Alternative Retirement	ALT R EE					
Retirement IE plan	FRS IE E						
Education Foundation	ED FOUND						
Levies	Child Support	CS+++++					
	Creditor Garnishment	Garnish\$ Garnish%					
	IRS Levy	IRS LEVY					
	Levy Fee	LEVY FEE					
	SDHC Levy	SDHC LVY					
	Student Loan-Florida	STLN FL\$					
	Student Loan-Not FL	STLN++++					
Insurance & Voluntary Benefits	Cancer Ins-AFLAC	AFLAC 20	20 paydays 09/12/08-06/05/09	20 09/12/08-06/05/09	20 paydays 09/12/08-06/05/09		
	Voluntary Benefits Pretax	Various		F0+E F2+E F1+E F3+E		25 paydays 07/18/08-06/19/09	
	Voluntary Benefits Posttax	Various		F41E F61E F42E F62E			
	AON Debit Card Payback	Fbdebt b		F50E			
	Humana Health Ins	Various		H++E			
	Gap Insurance	Various		G0+E			
	Income Protection-FORTIS	FORTIS20		B16E			
	Savings Bonds	SBE \$50 SBE \$100		S050 S100			
	Unum Benefits	CANCERb ACC/HIPb LifeLTCb		F51E F52E F53E		20 paydays 09/12/08-06/05/09	
	Supplemental Life	SUP LIFb		F43E			
	Spousal Life	SPS LIFb		F44E			
	Dependent Life	CHLD LFb		F45E			
	Tax Shelter Accounts (TSA)	Various		D+++		25 paydays 07/18/08-06/19/09	
Trustmark Posttax	Various	F46E F66E F47E F67E F48E F68E F49E F69E					
Unions & Associations	HSEF Union Dues	HSEF	B11E	Not Applicable	Every Payday	Every Payday	
	HCTA Dues-ESP	CTA TCH	B02E	Not Applicable	20 paydays 09/12/08-06/05/09	20 09/12/08-06/05/09	
	HCTA Economic Services	ECSV	B03E	20 paydays 09/12/08-06/05/09		20 09/12/08-06/05/09	
	HCTA Dues-Teachers	CTA TCH	B01E				
	HCTA Dues-Job Share Tchr	CTA JST	B12E				
	HASA Dues	HASA	B20E				
	FASA Dues	FASA	B21E				
	NAESP Dues	NAESP	B22E				
	NASSP Dues	NASSP	B23E				
	PEN of Florida Dues	PEN - FL	B10E				
	Credit Union	S CU DED	SCU			20 paydays 09/12/08-06/05/09	26 paydays 07/18/08-06/30/09
EYP Flat Amount	EYP AMT	EYPA	20 paydays 09/12/08-06/05/09			Not Applicable	20 paydays 09/12/08-06/05/09
EYP 12%	EYP 12%	EYPP	09/12/08-06/05/09				
United Way	UW	B08E	15 11/07/08-05/22/09	15 11/07/08-05/22/09	15 11/07/08-05/22/09		

Hillsborough County Public Schools
ADDITIONAL DEDUCTION INFORMATION
2008 - 2009

A & V Payrolls:

- a. All deductions will be withheld over 20 paydays except for:
 - (1) Taxes, levies & Education Foundation are withheld on every payday
 - (2) United Way is only withheld over 15 paydays

P & R Payrolls:

- a. A variety of different deduction frequencies apply to 12 month personnel including:
 - (1) Taxes, levies & Education Foundation are withheld on every payday
 - (2) 15 paydays for United Way
 - (3) 20 paydays for cancer, supplemental life, GAP & income protection insurance, HCTA, HASA & savings bonds.
 - (4) 25 paydays for TSA, health insurance, Trustmark & voluntary pretax & posttax benefits
 - (5) 26 paydays for deductions to the Suncoast Schools Federal Credit Union

Humana Health Insurance:

- a. The health insurance plan year is January 1st through December 31st for all employees
- b. Premiums are deducted one month in advance (December 1st through November 30th).
- c. A & V payrolls have 20 deductions while P & R payrolls have 25 deductions per year.
- d. No health deductions will be withheld for P & R payrolls on the 06/30/09 payday.

← Revised

Supplemental Life Insurance:

- a. Twenty (20) deductions must be withheld for Supplemental Life from December through November for each plan year.
- b. Remaining deductions for the 2008 plan year will be taken from late August through November 2008.
- c. Deductions for the 2009 plan year will be withheld from December 2008 through November 2009.
- d. Normally, no deductions are taken during June, July and most of August.

HSEF Union Dues (new rates effective 02/15/08):

- a. HSEF dues apply to those employees covered by the blue-collar contract that voluntarily choose to join the union.
- b. Every payday for the P & V payrolls is subject to the dues contribution.
- c. HSEF dues are calculated at a rate of .0236 multiplied by gross pay with a minimum of \$7.00 and a maximum of \$17.70 per pay period.

EYP (Extended Year Payments):

- a. EYP refunds will be split equally into four (4) equal payments issued on 6/30/09, 7/17/09, 7/31/09 and 8/14/09.

Revised →

Hillsborough County Public Schools
A PAYROLL - LESS THAN 12 MONTH INSTRUCTIONAL
SICK LEAVE ACCRUAL SCHEDULE
2008 - 2009

Sick leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Pay Class	A01 & A02	A03	A04 & A05	A07	A08	A09 & A10
10 Month Personnel DAYS	10 1/2 Month Personnel DAYS	11 Month Personnel DAYS	Psychologists DAYS	Elem & Middle School Counselors DAYS	High School Counselors & Elem Asst Prin DAYS	
Pay Date						
1 07/18/08	---	---	---	---	---	---
2 08/01/08	---	---	4.0	---	---	---
3 08/15/08	4.0	4.0	0.5	4.0	4.0	4.0
4 08/29/08	0.5	0.5	0.5	0.5	0.5	0.5
5 09/12/08	0.5	0.5	0.5	0.5	0.5	0.5
6 09/26/08	0.5	0.5	0.5	0.5	0.5	0.5
7 10/10/08	0.5	0.5	0.5	0.5	0.5	0.5
8 10/24/08	0.5	0.5	0.5	0.5	0.5	0.5
9 11/07/08	0.5	0.5	0.5	0.5	0.5	0.5
10 11/21/08	0.5	0.5	0.5	0.5	0.5	0.5
11 12/05/08	0.5	0.5	0.5	0.5	0.5	0.5
12 12/19/08	0.5	0.5	0.5	0.5	0.5	0.5
13 01/02/09	0.5	0.5	0.5	0.5	0.5	0.5
14 01/16/09	0.5	0.5	0.5	0.5	0.5	0.5
15 01/30/09	---	---	---	---	---	---
16 02/13/09	0.5	0.5	0.5	0.5	0.5	0.5
17 02/27/09	---	0.5	0.5	0.5	0.5	0.5
18 03/13/09	---	---	---	---	---	---
19 03/27/09	---	---	---	---	---	---
20 04/10/09	---	---	---	---	---	---
21 04/24/09	---	---	---	---	---	---
22 05/08/09	---	---	---	---	---	---
23 05/22/09	---	---	---	---	---	---
Total Days	10.0	10.5	11.0	10.5	10.5	10.5

Instructional employees are entitled to four days of sick leave on the first day of each contract year.
All other employees are entitled to four days of sick leave at the end of the first month of each contract year.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees that take a long-term leave of absence or terminate employment prior to the normal contract ending date.

Hillsborough County Public Schools
12 MONTH PERSONNEL
SICK LEAVE ACCRUAL SCHEDULE
2008 - 2009

Sick Leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment per Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Cycle	Pay Class	P01 & P03	R01 & R03	R02 & R05
	Pay Date	Non-Instructional Personnel DAYS	12 Month Instructional Personnel DAYS	12 Month Administrators Personnel DAYS
1	07/18/08	---	4.5	---
2	08/01/08	---	0.5	---
3	08/15/08	4.5	0.5	4.5
4	08/29/08	0.5	---	0.5
5	09/12/08	0.5	0.5	0.5
6	09/26/08	0.5	0.5	0.5
7	10/10/08	0.5	0.5	0.5
8	10/24/08	0.5	0.5	0.5
9	11/07/08	0.5	0.5	0.5
10	11/21/08	0.5	0.5	0.5
11	12/05/08	0.5	0.5	0.5
12	12/19/08	0.5	0.5	0.5
13	01/02/09	0.5	0.5	0.5
14	01/16/09	0.5	0.5	0.5
15	01/30/09	---	---	---
16	02/13/09	0.5	0.5	0.5
17	02/27/09	0.5	0.5	0.5
18	03/13/09	0.5	0.5	0.5
19	03/27/09	0.5	---	0.5
20	04/10/09	---	---	---
21	04/24/09	---	---	---
22	05/08/09	---	---	---
23	05/22/09	---	---	---
24	06/05/09	---	---	---
25	06/19/09	---	---	---
26	06/30/09	---	---	---
	Total Days	12.0	12.0	12.0

Instructional employees are entitled to four days of sick leave on the first day of each contract year. All other employees are entitled to four days of sick leave at the end of the first month of each contract year. This date will fall within the applicable pay period dates. Four days of sick leave will be credited on the corresponding payday.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees that take a long-term leave of absence or terminate employment prior to the normal contract ending date.

Hillsborough County Public Schools

V PAYROLL - LESS THAN 12 MONTH INSTRUCTIONAL SUPPORT
SICK LEAVE ACCRUAL SCHEDULE
2008 - 2009

Sick leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment per Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Pay Class	V21	V22	V23	V24	V25	V26	V27	V28	V30	V31	V32	V34	V35	V36	V37	V39	V40
Pay Date	DEES Attn	Bus Drivers	Pers Secy	10.5 Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors & Lead Drivers	SNS Mgr	SNS Asst, Prod Coord	196-day Teacher Aides	High School Registr	OT/PT Asst	Riders	Health Asst	Staff Nurses	Assistant Teachers & OT/PT	Head Start Instructors
1	07/18/08	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
2	08/01/08	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
3	08/15/08	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4	08/29/08	---	---	4.5	---	---	---	---	---	---	---	---	---	---	---	---	---
5	09/12/08	---	---	0.5	4.5	4.5	4.5	4.5	---	---	---	4.5	4.5	---	4.5	4.5	---
6	09/26/08	4.5	4.5	0.5	0.5	0.5	0.5	0.5	4.5	4.5	4.5	0.5	0.5	4.5	0.5	0.5	4.5
7	10/10/08	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8	10/24/08	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9	11/07/08	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10	11/21/08	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11	12/05/08	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12	12/19/08	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
13	01/02/09	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
14	01/16/09	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
15	01/30/09	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
16	02/13/09	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
17	02/27/09	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
18	03/13/09	---	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---	0.5	0.5	0.5	0.5
19	03/27/09	---	---	0.5	---	---	0.5	0.5	---	---	---	0.5	0.5	---	0.5	---	---
20	04/10/09	---	---	---	---	---	---	---	---	---	---	0.5	---	---	---	---	---
21	04/24/09	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
22	05/08/09	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Total Days	9.5	10.0	11.5	10.5	10.5	11.0	11.0	10.0	10.0	10.0	11.0	11.5	9.5	11.0	10.5	10.0	10.0

Instructional employees are entitled to four days of sick leave on the first day of each contract year. All other employees are entitled to four days of sick leave at the end of the first month of each contract year. This date will fall within the applicable pay period dates. Four days of sick leave will be credited on the corresponding payday.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees that take a long-term leave of absence or terminate employment prior to the normal contract ending date.

Hillsborough County Public Schools

2008 - 2009 INSTRUCTIONAL PERSONNEL HIGHLIGHTS

1.	Starting Date	Less Than 12 Month Instructional	Legacy Pay Class	First Pay Date
	July 23	Secondary Assistant Principals	A04	August 1
	July 24	11 Month Teachers	A05	August 1
	August 1	10 1/2 Month Teachers	A03	August 15
	August 1	High School Guidance Counselors	A09	August 15
	August 1	Elementary Assistant Principals	A10	August 15
	August 5	Elementary Guidance Counselors	A08	August 15
	August 5	Middle School Guidance Counselors	A08	August 15
	August 7	Psychologists	A07	August 15
	August 7	Social Workers	A02	August 15
	August 8	10 Month Alternative Ed Teachers	A01	August 15
	August 8	10 Month Teachers	A01	August 15

2. August 8, 11 & 13-15 Pre-planning days

3. August 12 Professional Day

4. September 1 Labor Day - 1st Paid Teacher Holiday

5. October 17 Professional Day

6. November 11 Veterans Day - Non-paid Holiday

7. November 26 Conference Day

8. November 27-28 Thanksgiving Holidays - 2nd & 3rd Paid Teacher Holidays

9. December 22 - January 2 Winter Holidays - Non-paid Holidays

10. January 5 Teacher Work Day

11. January 19 Martin Luther King Day - 4th Paid Teacher Holiday

12. February 6 Fair Day - 5th Paid Teacher Holiday ←

13. February 16 Non-Paid Holiday ←

14. March 2 East Hillsborough celebrates Strawberry Festival Day in lieu of Fair Day (5th Paid Teacher Holiday)

15. April 6-10 Spring Holidays - Non-paid Holidays

16. May 1 Conference Day

17. May 25 Memorial Day - 6th Teacher Holiday

18. June 5 Post-planning day

19.	Ending Date	Less Than 12 Month Instructional	Legacy Pay Class	Last Pay Date
	June 5	10 Month Teachers	A01	June 19
	June 5	10 Month Alternative Ed Teachers	A01	June 19
	June 5	10 1/2 Month Teachers	A03	June 19
	June 5	Social Workers	A02	June 19
	June 9	Elementary Guidance Counselors	A08	June 19
	June 9	Middle School Guidance Counselors	A08	June 19
	June 9	High School Guidance Counselors	A09	June 19
	June 11	Elementary Assistant Principals	A10	June 19
	June 11	11 Month Teachers	A05	June 19
	June 12	Psychologists	A07	June 19
	June 12	Secondary Assistant Principals	A04	June 19

2008 - 2009 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

1. July 4 Independence Day:
Paid holiday for 12 month employees.

2.

Starting Date	Less Than 12 month Instructional Support	Legacy Pay Class	First Pay Date
July 18	Personal Secretaries	V23	August 1
July 28	Data Processors, Lead Drivers and High School Registrars	V27, V32	August 15
July 28	Occupational and Physical Therapist Assistants	V34	August 15
August 1	10 1/2 Month Clerks	V24	August 15
August 4	Middle and High School Bookkeepers	V25, V26	August 15
August 6	Health Assistants, LPN, and Staff Nurses	V36, V37	August 15
August 6	SNS Managers	V28	August 15
August 7	Head Start Instructors	V40	August 15
August 7	Bus Drivers	V22	August 15
August 8	DEES Attendants	V21	August 15
August 8	Assistant Teachers & OT/PT	V39	August 15
August 11	Teacher Aides	V31	August 29
August 12	SNS Assistants and Product Coordinators	V30	August 29
August 18	Riders	V35	August 29

3. August 7 - 8 Inservice Days for Bus Drivers

4. August 11 - 15 Non-paid days for Bus Drivers and DEES Attendants.

5. September 1 Labor Day:
a. Paid holiday for all less than 12 month employees.
b. Non-paid holiday for all 12 month employees.

6. October 17 Non-paid holiday for less than 12 month DEES Attendants, Bus Drivers and Riders only.
(Professional Day)

7. November 11 Non-paid holiday for DEES Attendants, Teacher Aides, OT/PT Assistants, Assistant Teachers & Staff Occupational Therapists. All other support staff work on this day.
Inservice day for Bus Drivers & Riders. Non-student work day for SNS personnel.

New Information

8. November 26 Non-paid holiday for less than 12 month personnel. EXCEPTION: Work Day for Assistant Teachers, OT/PT and Head Start Instructors. Work day for all 12 month employees.
(Conference Day)

9. November 27 - 28 Thanksgiving Holidays:
a. Less than 12 month employees - Both days are paid holidays.
b. 12 month 253-day personnel - Both days are non-paid holidays.
c. 12 month 257-day personnel - November 27 is paid and November 28 is non-paid.

10. December 22 - January 2 Winter Holidays:
a. Less than 12 month employees:
* December 25 and January 1 are paid holidays.
* December 22-24, 26-31 and January 2 are non-paid holidays.
b. 12 month 253-day personnel - All dates are paid holidays.
c. 12 month DJJ 257-day employees:
* December 24-26,30-31 and January 1 are paid holidays.
* December 29 is a non-paid holiday.
* January 2 is a work day.

11. January 5 a. Non-paid holiday for Riders, DEES Attendants and Bus Drivers.
b. All other instructional support and 12 month employees work on this day.
(Teacher Work Day)

2008 - 2009 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

- 11. **January 19** Martin Luther King Day:
Non-paid holiday for instructional support and 12 month employees.

- 12. **February 6** Fair Day - Paid holiday for ALL less than 12 month employees.
Revised Date (12 month employees work on this day)

- 13. **February 16** Non-paid holiday for less than 12 month DEES Attendants, Bus Drivers, SNS Managers,
Revised Date SNS Assistants, Product Coordinators, Teacher Aides, OT/PT Assistants, and Riders.

- 14. **March 2** East Hillsborough celebrates Strawberry Festival Day in lieu of Fair Day.

- 15. **April 6 - 10** Spring Holidays:
 a. Less than 12 month employees - Non-paid holidays.
 b. 12 month 253-day personnel:
 *April 6-7 are paid holidays.
 *April 8-10 are non-paid holidays.
 c. 12 month DJJ 257-day employees - Paid holidays.

- 16. **May 1** Non-paid holiday for less than 12 month personnel, except DEES Attendants, OT/PT Assistants,
Revised Information Assistant Teachers & Staff Occupational Therapists work this day.
 (12 month employees work on this day)

- 17. **May 25** Memorial Day is a non-paid holiday for all less than 12 month instructional support employees
 and 12 month 253-day personnel. (257-day employees work on this day)

18.

Ending Date	Less Than 12 Month Non-Instructional	Legacy Pay Class	Last Pay Date
June 4	SNS Assistants and Product Coordinators	V30	June 19
June 5	DEES Attendants	V21	June 19
June 5	Teacher Aides	V31	June 19
June 5	Head Start Instructors	V40	June 19
June 5	Assistant Teachers & OT/PT	V39	June 19
June 5	Riders	V35	June 19
June 5	SNS Managers	V28	June 19
June 8	Bus Drivers	V22	June 19
June 8	10 1/2 Month Clerks	V24	June 19
June 12	Staff Nurses	V37	June 19
June 13	Data Processors, Lead Drivers and High School Registrars	V27, V32	June 19
June 16	Middle School Bookkeepers	V25	June 30
June 18	High School Bookkeepers	V26	June 30
June 20	Health Assistants and LPN	V36	June 30
June 20	Personal Secretaries	V23	June 30
July 1	Occupational and Physical Therapist Assistants	V34	July 17

Revised End Date

Revised