

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2015 - 2016**

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

The 2015-2016 Payroll Schedules were approved by the School Board on May 19, 2015.

Recent changes to the employee work calendars require the following modifications to the previously approved payroll schedules. Revisions are being submitted to the School Board on December 15, 2015. Revisions are highlighted in yellow.

- a. Remove the title SNS Area Spec from the V27/213 Pay Class. These employees were previously approved by the Board for the change to P01/253 Pay Class.*
- b. The District Resource Teachers Group B, A13 Employee Deduction Schedule has been modified to align with the A13 work schedule.*
- c. The 2016 Extended School Year Program has been modified to reflect the work dates authorized to report for each Summer paydate.*
- d. The payroll schedules have been modified to include the A02 211-day and A07 223-day job share calendars.*



HILLSBOROUGH COUNTY PUBLIC SCHOOLS
 PAYROLL SCHEDULES
 2015 - 2016

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HILLSBOROUGH COUNTY PUBLIC SCHOOLS

A PAYROLL
INSTRUCTIONAL LESS THAN 12-MONTH
2015 - 2016

Pay Plan:
ALL1

Pay Period	Pay Class:		A01/198	A02/199	A03/203	A04/216	A05/213	A06/213	A07/205	A08/203	A09/205	A12/213	A13/213		
	Pay Date	Day	10-Month Teachers, Diagnostcn s, Alt Ed Teachers	10-Month Social Workers	10 1/2-Month Teachers	Assistant Principals	11-Month Teachers	ROTC Instructors	Psych, 10 1/2-Month Social Workers, Staff Spec	Elem & Middle School Counselors	High School Counselors	District Resource Teachers Group A	District Resource Teachers Group B		
	Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days		
07/01/15 - 07/04/15	07/10/15	Fri	---	---	---	---	---	---	---	---	---	---	2		
07/05/15 - 07/18/15	07/24/15	Fri	---	---	---	---	---	---	---	---	---	---	10		
07/19/15 - 08/01/15	08/07/15	Fri	---	---	---	5	5	---	---	---	---	5	10		
08/02/15 - 08/15/15	08/21/15	Fri	---	1	5	10	10	5	3	3	5	10	10		
08/16/15 - 08/29/15	09/04/15	Fri	10	10	10	10	10	10	10	10	10	10	10		
08/30/15 - 09/12/15	09/18/15	Fri	10	10	10	10	10	10	10	10	10	10	10		
09/13/15 - 09/26/15	10/02/15	Fri	10	10	10	10	10	10	10	10	10	10	10		
09/27/15 - 10/10/15	10/16/15	Fri	10	10	10	10	10	10	10	10	10	10	10		
10/11/15 - 10/24/15	10/30/15	Fri	10	10	10	10	10	10	10	10	10	10	10		
10/25/15 - 11/07/15	11/13/15	Fri	9	9	9	9	9	9	9	9	9	10	4		
11/08/15 - 11/21/15	11/27/15 * Fri		10	10	10	10	10	10	10	10	10	9	---		
11/22/15 - 12/05/15	12/11/15 Fri		8	8	8	8	8	8	8	8	8	8	---		
12/06/15 - 12/19/15	12/24/15 * Thu		10	10	10	10	10	10	10	10	10	10	---		
12/20/15 - 01/02/16	01/08/16 ♦ Fri		2	2	2	2	2	2	2	2	2	2	---		
01/03/16 - 01/16/16	01/22/16 Fri		10	10	10	10	10	10	10	10	10	10	10		
01/17/16 - 01/30/16	02/05/16 Fri		9	9	9	9	9	9	9	9	9	9	10		
01/31/16 - 02/13/16	02/19/16 Fri		10	10	10	10	10	10	10	10	10	10	10		
02/14/16 - 02/27/16	03/04/16 Fri		10	10	10	10	10	10	10	10	10	10	10		
02/28/16 - 03/12/16	03/18/16 Fri		10	10	10	10	10	10	10	10	10	10	10		
03/13/16 - 03/26/16	04/01/16 ♦ Fri		5	5	5	5	5	5	5	5	5	5	8		
03/27/16 - 04/09/16	04/15/16 Fri		10	10	10	10	10	10	10	10	10	10	10		
04/10/16 - 04/23/16	04/29/16 Fri		10	10	10	10	10	10	10	10	10	10	10		
04/24/16 - 05/07/16	05/13/16 Fri		10	10	10	10	10	10	10	10	10	10	10		
05/08/16 - 05/21/16	05/27/16 Fri		10	10	10	10	10	10	10	10	10	10	10		
05/22/16 - 06/04/16	06/10/16 Fri	E	9	E	9	E	9	E	9	E	9	E	9	E	10
06/05/16 - 06/18/16	06/24/16 Fri		6	6	6	9	6	10	10	8	8	6	10		
06/19/16 - 06/30/16	06/30/16 Thu		---	---	---	---	---	6	---	---	---	---	9		

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

Total Days:	198	199	203	216	213	213	205	203	205	213	213
Start Date:	08/17/15 M	08/13/15 Th	08/10/15 M	07/27/15 M	07/27/15 M	08/10/15 M	08/11/15 Tu	08/11/15 Tu	08/10/15 M	07/27/15 M	07/01/15 M
End Date:	06/13/16 M	06/13/16 M	06/13/16 M	06/16/16 Th	06/13/16 M	06/30/16 Th	06/16/16 Th	06/15/16 W	06/15/16 W	06/13/16 M	06/30/16 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	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	0.1000	0.1000	
Begin & end of year paydays with no escrow contribution: <i>No escrow is taken on 9-day pay periods.</i>	Begin	---	08/21/15	08/21/15	08/07/15	08/07/15	08/21/15	08/21/15	08/21/15	08/21/15	08/07/15	07/10/15
	End	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16	06/30/16
Equalized Pay Payback Dates:	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	11/13/15 04/01/16
End of Year Escrow Payback Payday:	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	

*inter Break).
The payday on Thursday, 12/24/15, is one day earlier than normal due to the Federal banking holiday on
♦ Less than normal compensation may result on the 01/08/16 and/or 04/01/16 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

A PAYROLL

INSTRUCTIONAL LESS THAN 12-MONTH JOB SHARE POSITIONS
2015 - 2016

Pay Plan:
ALL1

Pay Period	Pay Class:		A01/209	A02/211	A03/214	A05/224	A07/223	A08/214	A09/216
	Pay Date	Day	10-Month JOB SHARE	10-Month Social Workers JOB SHARE	10 1/2- Month Teachers JOB SHARE	11-Month Teachers JOB SHARE	10 1/2-Month Psych. JOB SHARE	Elem & Middle School Counselors JOB SHARE	High School Counselors JOB SHARE
	Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/15 - 07/04/15	07/10/15	Fri	---	---	---	---	---	---	---
07/05/15 - 07/18/15	07/24/15	Fri	---	---	---	---	---	---	---
07/19/15 - 08/01/15	08/07/15	Fri	---	---	---	5	---	---	---
08/02/15 - 08/15/15	08/21/15	Fri	---	2	5	10	6	3	5
08/16/15 - 08/29/15	09/04/15	Fri	16	16	16	16	16	16	16
08/30/15 - 09/12/15	09/18/15	Fri	10	10	10	10	10	10	10
09/13/15 - 09/26/15	10/02/15	Fri	10	10	10	10	10	10	10
09/27/15 - 10/10/15	10/16/15	Fri	10	10	10	10	10	10	10
10/11/15 - 10/24/15	10/30/15	Fri	10	10	10	10	10	10	10
10/25/15 - 11/07/15	11/13/15	Fri	9	9	9	9	9	9	9
11/08/15 - 11/21/15	11/27/15 *	Fri	10	10	10	10	10	10	10
11/22/15 - 12/05/15	12/11/15	Fri	9	9	9	9	9	9	9
12/06/15 - 12/19/15	12/24/15 * Thu	Thu	10	10	10	10	10	10	10
12/20/15 - 01/02/16	01/08/16 ♦	Fri	2	2	2	2	2	2	2
01/03/16 - 01/16/16	01/22/16	Fri	10	10	10	10	10	10	10
01/17/16 - 01/30/16	02/05/16	Fri	10	10	10	10	10	10	10
01/31/16 - 02/13/16	02/19/16	Fri	11	11	11	11	11	11	11
02/14/16 - 02/27/16	03/04/16	Fri	10	10	10	10	10	10	10
02/28/16 - 03/12/16	03/18/16	Fri	10	10	10	10	10	10	10
03/13/16 - 03/26/16	04/01/16 ♦	Fri	6	6	6	6	6	6	6
03/27/16 - 04/09/16	04/15/16	Fri	10	10	10	10	10	10	10
04/10/16 - 04/23/16	04/29/16	Fri	10	10	10	10	10	10	10
04/24/16 - 05/07/16	05/13/16	Fri	10	10	10	10	10	10	10
05/08/16 - 05/21/16	05/27/16	Fri	10	10	10	10	10	10	10
05/22/16 - 06/04/16	06/10/16	Fri	E 9	E 9	E 9	E 9	E 9	E 9	E 9
06/05/16 - 06/18/16	06/24/16	Fri	7	7	7	7	15	9	9
06/19/16 - 06/30/16	06/30/16	Thu	---	---	---	---	---	---	---

JOB SHARE
11
FULL
DAYS

6 days

1 day

1 day

1 day

1 day

1 day

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

Total Days:	209	211	214	224	223	214	216
Start Date:	08/17/15 M	08/13/15 Th	08/10/15 M	07/27/15 M	08/11/15 Tu	08/11/15 Tu	08/10/15 M
End Date:	06/13/16 M	06/13/16 M	06/13/16 M	06/16/16 Th	06/16/16 Th	06/15/16 W	06/15/16 W

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
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	---	08/21/15	08/21/15	08/07/15	08/21/15	08/21/15
	End	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16
Equalized Pay Payback Dates:	12/11/15	12/11/15	12/11/15	12/11/15	12/11/15	12/11/15	12/11/15
	01/08/16	01/08/16	01/08/16	01/08/16	01/08/16	01/08/16	01/08/16
	04/01/16	04/01/16	04/01/16	04/01/16	04/01/16	04/01/16	04/01/16
End of Year Escrow Payback Payday:	06/10/16	01/00/00	06/10/16	01/00/00	06/10/16	06/10/16	06/10/16

* Paydays that are scheduled during the holidays include 11/27/15 (during Fall Break) and 12/24/15 (during Winter Break).
The payday on Thursday, 12/24/15, is one day earlier than normal due to the Federal banking holiday on Friday, 12/25/15.
♦ Less than normal compensation may result on the 01/08/16 and/or 04/01/16 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
P PAYROLL - 12-MONTH INSTRUCTIONAL SUPPORT
R PAYROLL - 12-MONTH INSTRUCTIONAL & ADMINISTRATORS
2015 - 2016

Pay Plan:
ALL1

Pay Period	Pay Class:		P01, R01 & R02	P04	P05	P03, R03 & R05
	Pay Date	Day	12-Month Personnel (other than DJJ) 253 Days	12-Month School Readiness Group A 253 Days	12-Month School Readiness Group B 253 Days	DJJ Youth Services 257 Days
			Paid Days	Paid Days	Paid Days	Paid Days
07/01/15 - 07/04/15	07/10/15	Fri	2	2	2	2
07/05/15 - 07/18/15	07/24/15	Fri	10	10	10	10
07/19/15 - 08/01/15	08/07/15	Fri	10	10	10	10
08/02/15 - 08/15/15	08/21/15	Fri	10	10	10	10
08/16/15 - 08/29/15	09/04/15	Fri	10	10	10	10
08/30/15 - 09/12/15	09/18/15	Fri	10	10	9	10
09/13/15 - 09/26/15	10/02/15	Fri	10	10	10	10
09/27/15 - 10/10/15	10/16/15	Fri	10	10	10	10
10/11/15 - 10/24/15	10/30/15	Fri	10	10	10	10
10/25/15 - 11/07/15	11/13/15	Fri	10	10	10	10
11/08/15 - 11/21/15	11/27/15 *	Fri	10	10	10	10
11/22/15 - 12/05/15	12/11/15	Fri	10	9	8	8
12/06/15 - 12/19/15	12/24/15 * Thu	Thu	10	10	10	10
12/20/15 - 01/02/16	01/08/16	Fri	8	7	8 ♦	8
01/03/16 - 01/16/16	01/22/16	Fri	10	10	10	10
01/17/16 - 01/30/16	02/05/16	Fri	10	10	10	10
01/31/16 - 02/13/16	02/19/16	Fri	10	10	10	10
02/14/16 - 02/27/16	03/04/16	Fri	10	10	10	10
02/28/16 - 03/12/16	03/18/16	Fri	10	10	10	10
03/13/16 - 03/26/16	04/01/16 ♦	Fri	5	7	8	10
03/27/16 - 04/09/16	04/15/16	Fri	10	10	10	10
04/10/16 - 04/23/16	04/29/16	Fri	10	10	10	10
04/24/16 - 05/07/16	05/13/16	Fri	10	10	10	10
05/08/16 - 05/21/16	05/27/16	Fri	10	10	10	10
05/22/16 - 06/04/16	06/10/16	Fri	◊ E 9	◊ E 9	◊ E 9	◊ E 10
06/05/16 - 06/18/16	06/24/16	Fri	10	10	10	10
06/19/16 - 06/30/16	06/30/16	Thu	9	9	9	9

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

Total Days:	253	253	253	257
Start Date:	07/01/15	07/01/15	07/01/15	07/01/15
End Date:	06/30/16	06/30/16	06/30/16	06/30/16

Equalized days per payday - core year:		9.625 days	9.625 days	9.625 days	9.625 days
Equalized Pay Factor - core year:		0.0375	0.0375	0.0375	0.0375
Begin and end of year paydays with no escrow contribution:	Begin	07/10/15	07/10/15	07/10/15	07/10/15
	End	06/24/16 06/30/16	06/24/16 06/30/16	06/24/16 06/30/16	06/24/16 06/30/16
Equalized Pay Payback Dates:		01/08/16 04/01/16	12/11/15 01/08/16 04/01/16	09/18/15 12/11/15 01/08/16 04/01/16	12/11/15 01/08/16
End of Year Escrow Payback Payday:		06/10/16	06/10/16	06/10/16	06/10/16

*inter Break).

The payday on Thursday, 12/24/15, is one day earlier than normal due to the Federal banking holiday on

♦ Less than normal compensation may result on the 04/01/16 payday. Additional shortages may result for P05 on

Note: Accumulated escrow balances will be paid out at the end of each fiscal year 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
S02 PAYROLL - INSTRUCTIONAL SUPPORT SUBSTITUTES
2015 - 2016**

Pay Plan: ALL1

Please note: Even though the standard 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.

Pay Period	Pay Class:		S02
	Pay Date	Day	Instructional Support
			Maximum Days ¹
06/21/15 - 07/04/15	07/10/15	Fri	9
07/05/15 - 07/18/15	07/24/15	Fri	10
07/19/15 - 08/01/15	08/07/15	Fri	10
08/02/15 - 08/15/15	08/21/15	Fri	10
08/16/15 - 08/29/15	09/04/15	Fri	10
08/30/15 - 09/12/15	09/18/15	Fri	10
09/13/15 - 09/26/15	10/02/15	Fri	10
09/27/15 - 10/10/15	10/16/15	Fri	10
10/11/15 - 10/24/15	10/30/15	Fri	10 ♦
10/25/15 - 11/07/15	11/13/15	Fri	10 ♦
11/08/15 - 11/21/15	11/27/15 *	Fri	10 ♦
11/22/15 - 12/05/15	12/11/15	Fri	5 ♦
12/06/15 - 12/19/15	12/24/15 *	Thu	10 ♦
12/20/15 - 01/02/16	01/08/16	Fri	---
01/03/16 - 01/16/16	01/22/16	Fri	10 ♦
01/17/16 - 01/30/16	02/05/16	Fri	10
01/31/16 - 02/13/16	02/19/16	Fri	10
02/14/16 - 02/27/16	03/04/16	Fri	10
02/28/16 - 03/12/16	03/18/16	Fri	10
03/13/16 - 03/26/16	04/01/16	Fri	5
03/27/16 - 04/09/16	04/15/16	Fri	10
04/10/16 - 04/23/16	04/29/16	Fri	10
04/24/16 - 05/07/16	05/13/16	Fri	10
05/08/16 - 05/21/16	05/27/16	Fri	10
05/22/16 - 06/04/16	06/10/16	Fri	9
06/05/16 - 06/18/16	06/24/16	Fri	10 ♦

¹ 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.

- ♦ Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payd
- * Paydays that are scheduled during the holidays include 11/27/15 (during Fall Break) and 12/24/15 (during Winter Break).

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
NON-PERMANENT ASSIGNMENTS
TEMPORARY, EXTENDED LEARNING PROGRAM,
STUDENTS, COLLEGE WORK STUDY & NON-SUMMER SCHOOL
2015 - 2016

Pay Plan: ALL1

Please note: Even though the standard 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.

Pay Period	Pay Class:		T01, T07 & ADPER	T06 & N01
	Pay Date	Day	Instructional	Instructional Support
			Maximum Days	Maximum Days
06/21/15 - 07/04/15	07/10/15	Fri	N/A	9
07/05/15 - 07/18/15	07/24/15	Fri	N/A	10
07/19/15 - 08/01/15	08/07/15	Fri	N/A	10
08/02/15 - 08/15/15	08/21/15	Fri	N/A	10
08/16/15 - 08/29/15	09/04/15	Fri	4	10
08/30/15 - 09/12/15	09/18/15	Fri	9	10
09/13/15 - 09/26/15	10/02/15	Fri	10	10
09/27/15 - 10/10/15	10/16/15	Fri	10	10
10/11/15 - 10/24/15	10/30/15	Fri	10 ♦	10 ♦
10/25/15 - 11/07/15	11/13/15	Fri	9 ♦	10 ♦
11/08/15 - 11/21/15	11/27/15 *	Fri	9 ♦	10 ♦
11/22/15 - 12/05/15	12/11/15	Fri	5 ♦	5 ♦
12/06/15 - 12/19/15	12/24/15 * Thu		10 ♦	10 ♦
12/20/15 - 01/02/16	01/08/16	Fri	---	---
01/03/16 - 01/16/16	01/22/16	Fri	10 ♦	10 ♦
01/17/16 - 01/30/16	02/05/16	Fri	8	10
01/31/16 - 02/13/16	02/19/16	Fri	9	10
02/14/16 - 02/27/16	03/04/16	Fri	10	10
02/28/16 - 03/12/16	03/18/16	Fri	10	10
03/13/16 - 03/26/16	04/01/16	Fri	4	5
03/27/16 - 04/09/16	04/15/16	Fri	10	10
04/10/16 - 04/23/16	04/29/16	Fri	10	10
04/24/16 - 05/07/16	05/13/16	Fri	10	10
05/08/16 - 05/21/16	05/27/16	Fri	10	10
05/22/16 - 06/04/16	06/10/16	Fri	9	9
06/05/16 - 06/18/16	06/24/16	Fri	5 ♦	10 ♦

Additional Information:

1. Employees with non-permanent positions should be paid for ACTUAL hours worked during each pay period.
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.
3. The maximum number for instructional support non-permanent positions is based on the 253-day, 12-month work calendar excluding holidays.
4. 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.
5. 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.
6. Instructional non-permanent positions will be identified with the T01 pay class.
Instructional ELP positions will be identified with the T07 pay class.
Instructional support non-permanent positions will be identified with the T06 pay class.
 - ♦ Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payd;
 - * Paydays that are scheduled during the holidays include 11/27/15 (during Fall Break) and 12/24/15 (during Winter Break).

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
2016 EXTENDED SCHOOL YEAR PROGRAM**

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

Dates to Report				Pay Date		max
06/14/16	Tue	-	06/18/16 Sat	06/30/16	Thu	3
06/19/16	Sun		06/30/16 Thu	07/08/16	Fri	8
07/01/16	Fri	-	07/16/16 Sat	07/22/16	Fri	8
07/17/16	Sun	-	07/30/16 Sat	08/05/16	Fri	8
07/31/16	Sun	-	08/13/16 Sat	08/19/16	Fri	8

Once the employee's normal contract year begins,
the employee should no longer be paid on their summer assignment.

"T04" Summer Bus Drivers Payroll

Dates to Report				Pay Date		max
06/14/16	Tue	-	06/18/16 Sat	06/30/16	Thu	3
06/19/16	Sun	-	06/30/16 Thu	07/08/16	Fri	8
07/01/16	Fri	-	07/16/16 Sat	07/22/16	Fri	8
07/17/16	Sun	-	07/30/16 Sat	08/05/16	Fri	8
07/31/16	Sun	-	08/13/16 Sat	08/19/16	Fri	8

Notes:

- ◆ The Extended School Year Program will begin in June and end in July, with exact dates to be determined (TBD).
- ◆ HCPS utilizes a 4-day work week during the Extended School Year Program. The exact dates TBD.
- ◆ The last work dates of the 2015-2016 regular school year are:
 - a. Monday, June 13, 2016, for 10-month teachers
 - b. Monday, June 13, 2016, for bus drivers
 - c. Various dates for other less than 12-month personnel.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
2015 - 2016

Pay Plan: ALL1

Pay Period	Pay Class:		V22/193	V23/224	V24/205	V25/209	V26/211
	Pay Date	Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/15 - 07/04/15	07/10/15	Fri	---	---	---	---	---
07/05/15 - 07/18/15	07/24/15	Fri	---	5	---	---	---
07/19/15 - 08/01/15	08/07/15	Fri	---	10	---	---	2
08/02/15 - 08/15/15	08/21/15	Fri	---	10	6	10	10
08/16/15 - 08/29/15	09/04/15	Fri	8	10	10	10	10
08/30/15 - 09/12/15	09/18/15	Fri	10	10	10	10	10
09/13/15 - 09/26/15	10/02/15	Fri	10	10	10	10	10
09/27/15 - 10/10/15	10/16/15	Fri	10	10	10	10	10
10/11/15 - 10/24/15	10/30/15	Fri	10	10	10	10	10
10/25/15 - 11/07/15	11/13/15	Fri	10	9	9	9	9
11/08/15 - 11/21/15	11/27/15 *	Fri	9	9	9	9	9
11/22/15 - 12/05/15	12/11/15	Fri	7	7	7	7	7
12/06/15 - 12/19/15	12/24/15 * Thu		10	10	10	10	10
12/20/15 - 01/02/16	01/08/16 ♦	Fri	2	2	2	2	2
01/03/16 - 01/16/16	01/22/16	Fri	10	10	10	10	10
01/17/16 - 01/30/16	02/05/16	Fri	8	9	9	9	9
01/31/16 - 02/13/16	02/19/16	Fri	10	10	10	10	10
02/14/16 - 02/27/16	03/04/16	Fri	10	10	10	10	10
02/28/16 - 03/12/16	03/18/16	Fri	10	10	10	10	10
03/13/16 - 03/26/16	04/01/16 ♦	Fri	4	4	4	4	4
03/27/16 - 04/09/16	04/15/16	Fri	10	10	10	10	10
04/10/16 - 04/23/16	04/29/16	Fri	10	10	10	10	10
04/24/16 - 05/07/16	05/13/16	Fri	10	10	10	10	10
05/08/16 - 05/21/16	05/27/16	Fri	10	10	10	10	10
05/22/16 - 06/04/16	06/10/16	Fri	⊠ 9	⊠ 9	⊠ 9	⊠ 9	⊠ 9
06/05/16 - 06/18/16	06/24/16	Fri	6	10	10	10	10
06/19/16 - 06/30/16	06/30/16	Thu	---	---	---	---	---

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

Total Days:	193	224	205	209	211
Start Date:	08/19/15 W	07/13/15 M	08/06/15 Th	08/03/15 M	07/29/15 W
End Date:	06/13/16 M	06/16/16 Th	06/16/16 Th	06/16/16 Th	06/16/16 Th

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	
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	09/04/15	07/24/15	08/21/15	---	08/07/15
	End	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16
Equalized Pay Payback Dates:		12/11/15	12/11/15	12/11/15	12/11/15	12/11/15
		01/08/16	01/08/16	01/08/16	01/08/16	01/08/16
		02/05/16	04/01/16	04/01/16	04/01/16	04/01/16
		04/01/16				
End of Year Escrow Payback Payday:	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	

*inter Break).

The payday on Thursday, 12/24/15, is one day earlier than normal due to the Federal banking holiday on
 ♦ Less than normal compensation may result on the 01/08/16 and/or 04/01/16 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
2015 - 2016

Pay Plan: ALL1

Pay Period	Pay Class:		V27/213	V28/200	V30/195	V31/196	V32/213	V34/224
	Pay Date	Day	Data Processors	SNS Mgr	SNS Asst, Product Coord	Paraprofessionals	High School Registrar	OT/PT Asst
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/15 - 07/04/15	07/10/15	Fri	---	---	---	---	---	---
07/05/15 - 07/18/15	07/24/15	Fri	---	---	---	---	---	5
07/19/15 - 08/01/15	08/07/15	Fri	---	---	---	---	---	10
08/02/15 - 08/15/15	08/21/15	Fri	10	4	---	---	10	10
08/16/15 - 08/29/15	09/04/15	Fri	10	10	10	10	10	10
08/30/15 - 09/12/15	09/18/15	Fri	10	10	10	10	10	10
09/13/15 - 09/26/15	10/02/15	Fri	10	10	10	10	10	10
09/27/15 - 10/10/15	10/16/15	Fri	10	10	10	10	10	10
10/11/15 - 10/24/15	10/30/15	Fri	10	10	10	10	10	10
10/25/15 - 11/07/15	11/13/15	Fri	9	10	9	9	9	9
11/08/15 - 11/21/15	11/27/15 *	Fri	9	9	9	9	9	9
11/22/15 - 12/05/15	12/11/15	Fri	7	7	7	7	7	7
12/06/15 - 12/19/15	12/24/15 *	Thu	10	10	10	10	10	10
12/20/15 - 01/02/16	01/08/16 ♦	Fri	2	2	2	2	2	2
01/03/16 - 01/16/16	01/22/16	Fri	10	10	10	10	10	10
01/17/16 - 01/30/16	02/05/16	Fri	9	9	9	9	9	9
01/31/16 - 02/13/16	02/19/16	Fri	10	10	10	10	10	10
02/14/16 - 02/27/16	03/04/16	Fri	10	10	10	10	10	10
02/28/16 - 03/12/16	03/18/16	Fri	10	10	10	10	10	10
03/13/16 - 03/26/16	04/01/16 ♦	Fri	4	4	4	5	4	4
03/27/16 - 04/09/16	04/15/16	Fri	10	10	10	10	10	10
04/10/16 - 04/23/16	04/29/16	Fri	10	10	10	10	10	10
04/24/16 - 05/07/16	05/13/16	Fri	10	10	10	10	10	10
05/08/16 - 05/21/16	05/27/16	Fri	10	10	10	10	10	10
05/22/16 - 06/04/16	06/10/16	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/05/16 - 06/18/16	06/24/16	Fri	10	6	6	6	10	10
06/19/16 - 06/30/16	06/30/16	Thu	4	---	---	---	4	---

This symbol identifies when the escrow balance will be paid.

Total Days:	213	200	195	196	213	224
Start Date:	08/03/15 M	08/10/15 M	08/17/15 M	08/17/15 M	08/03/15 M	07/13/15 M
End Date:	06/23/16 Th	06/13/16 M	06/13/16 M	06/13/16 M	06/23/16 Th	06/16/16 Th

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
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	---	08/21/15	---	---	07/24/15
	End	06/24/16 06/30/16	06/24/16	06/24/16	06/24/16	06/24/16 06/30/16
Equalized Pay Payback Dates:		12/11/15	12/11/15	12/11/15	12/11/15	12/11/15
		01/08/16	01/08/16	01/08/16	01/08/16	01/08/16
		04/01/16	04/01/16	04/01/16	04/01/16	04/01/16
End of Year Escrow Payback Payday:	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16

*inter Break).

The payday on Thursday, 12/24/15, is one day earlier than normal due to the Federal banking holiday on

♦ Less than normal compensation may result on the 01/08/16 and/or 04/01/16 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
2015 - 2016

Pay Plan: ALL1

Pay Period	Pay Class:		V35/190	V36/205	V37/205	V39/200	V40/201	V53/198
	Pay Date	Day	Riders	Health Asst & LPN	Staff Nurses	Asst Teachers, Occupational & Physical Therapists	Head Start Instructors	Comm School Officer 2
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/15 - 07/04/15	07/10/15	Fri	---	---	---	---	---	---
07/05/15 - 07/18/15	07/24/15	Fri	---	---	---	---	---	---
07/19/15 - 08/01/15	08/07/15	Fri	---	---	---	---	---	---
08/02/15 - 08/15/15	08/21/15	Fri	---	6	6	3	4	---
08/16/15 - 08/29/15	09/04/15	Fri	6	10	10	10	10	10
08/30/15 - 09/12/15	09/18/15	Fri	10	10	10	10	10	10
09/13/15 - 09/26/15	10/02/15	Fri	10	10	10	10	10	10
09/27/15 - 10/10/15	10/16/15	Fri	10	10	10	10	10	10
10/11/15 - 10/24/15	10/30/15	Fri	10	10	10	10	10	10
10/25/15 - 11/07/15	11/13/15	Fri	10	9	9	9	9	9
11/08/15 - 11/21/15	11/27/15 *	Fri	9	9	9	9	9	10
11/22/15 - 12/05/15	12/11/15	Fri	7	7	7	8	8	8
12/06/15 - 12/19/15	12/24/15 * Thu		10	10	10	10	10	10
12/20/15 - 01/02/16	01/08/16 ♦	Fri	2	2	2	2	2	2
01/03/16 - 01/16/16	01/22/16	Fri	10	10	10	10	10	10
01/17/16 - 01/30/16	02/05/16	Fri	8	9	9	9	9	9
01/31/16 - 02/13/16	02/19/16	Fri	10	10	10	10	10	10
02/14/16 - 02/27/16	03/04/16	Fri	10	10	10	10	10	10
02/28/16 - 03/12/16	03/18/16	Fri	10	10	10	10	10	10
03/13/16 - 03/26/16	04/01/16 ♦	Fri	4	4	4	5	5	5
03/27/16 - 04/09/16	04/15/16	Fri	10	10	10	10	10	10
04/10/16 - 04/23/16	04/29/16	Fri	10	10	10	10	10	10
04/24/16 - 05/07/16	05/13/16	Fri	10	10	10	10	10	10
05/08/16 - 05/21/16	05/27/16	Fri	10	10	10	10	10	10
05/22/16 - 06/04/16	06/10/16	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/05/16 - 06/18/16	06/24/16	Fri	5	10	10	6	6	6
06/19/16 - 06/30/16	06/30/16	Thu	---	---	---	---	---	---

This symbol identifies when the escrow balance will be paid.

Total Days:	190	205	205	200	201	198
Start Date:	08/21/15 F	08/06/15 Th	08/06/15 Th	08/11/15 Tu	08/10/15 M	08/17/15 M
End Date:	06/10/16 F	06/16/16 Th	06/16/16 Th	06/13/16 M	06/13/16 M	06/13/16 M

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	
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	09/04/15	08/21/15	08/21/15	08/21/15	08/21/15	---
	End	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16	06/24/16
Equalized Pay Payback Dates:		12/11/15	12/11/15	12/11/15	12/11/15	12/11/15	12/11/15
		01/08/16	01/08/16	01/08/16	01/08/16	01/08/16	01/08/16
		02/05/16	04/01/16	04/01/16	04/01/16	04/01/16	04/01/16
		04/01/16					
End of Year Escrow Payback Payday:	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	06/10/16	

*inter Break).

The payday on Thursday, 12/24/15, is one day earlier than normal due to the Federal banking holiday on
♦ Less than normal compensation may result on the 01/08/16 and/or 04/01/16 paydays.

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
EMPLOYEE DEDUCTION SCHEDULE
2015 - 2016**

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	TFDE	Every Payday	Every Payday		
	Additional Tax	FED TAX	TFDE				
	FICA Tax	FICA EE	TFCE				
	Medicare Tax	MED EE	TMDE				
Levies	Alternative Retirement	ALT R EE	ALTE			Every Payday	Every Payday
	Retirement Contributions	FRS +++++	R++E				
	Education Foundation	ED FOUND	B09E				
	Child Support	CS+++++	CF++				
	Creditor Garnishment	Garnish\$ Garnish%	GARA GARP				
	IRS Levy	IRS LEVY	IRS				
	Levy Fee	LEVY FEE	LFEE				
Health & Voluntary Benefits	SDHC Levy	SDHC LVY	SLVY			20 Paydays 09/18/15-06/10/16	20 Paydays 09/18/15-06/10/16
	Student Loan-Florida	STLN FL\$	SLFA				
	Student Loan-Not FL	STLN++++	SL++				
	Voluntary Benefits Pretax	Various	F0+E F2+E F1+E F3+E	25 Paydays 07/24/15-06/24/16	20 Paydays 09/18/15-06/10/16		
	Voluntary Benefits Posttax	Various	F41E F61E F42E F62E				
	Humana Health Ins	Various	H++E				
	Gap Insurance	Various	G++E				
	Supplemental Life	SUP LIF+	F43E F63E				
	Spousal Life	SPS LIF+	F44E F64E				
	Dependent Life	CHLD LF+	F45E F65E				
	MetLife Accident	ML ACC +	F70E F74E				
	MetLife Critical Illness Low	ML CIL +	F71E F75E				
	MetLife Critical Illness High	ML CIH +	F72E F76E				
	MetLife Whole Life	ML WLF +	F73E F77E				
	Cancer Ins-AFLAC	AFLAC 20	B14E	20 Paydays 09/18/15-06/10/16	20 Paydays 09/18/15-06/10/16		
	Income Protection-FORTIS	FORTIS20	B16E				
	Unum Benefits	CANCERb ACC/HIPb LifeLTCb	F51E F52E F53E				
Tax Shelter Accounts (TSA)	Various	D+++	25 Paydays 07/24/15-06/24/16	20 Paydays 09/18/15-06/10/16			
Trustmark Posttax	Various	F46E F66E F47E F67E F48E F68E F49E F69E					
Unions & Associations	HSEF Union Dues	HSEF	B11E	Not Applicable	Every Payday		
	HCTA Dues-ESP	CTA ESP	B02E	Not Applicable	20 09/18/15-06/10/16		
	HCTA Dues-Teachers	CTA TCH	B01E	20 Paydays 09/18/15-06/10/16	20 09/18/15-06/10/16		
	HCTA Economic Services	ECSV	B03E				
	HCTA Dues-Job Share Tchr	CTA JST	B12E				
	HCTA Liberty Mutual	LibertyM	B24E				
	HASA Dues	HASA	B20E				
	FASA Dues	FASA	B21E				
	NAESP Dues	NAESP	B22E	Not Applicable			
	NASSP Dues	NASSP	B23E				
	PEN of Florida Dues	PEN - FL	B10E				
Credit Union	S CU DED	SCU	20 Paydays 09/04/15-05/27/16	26 Paydays 07/24/15-06/30/16	20 Paydays 09/04/15-05/27/16		
EYP Flat Amount	EYP AMT	EYPA	20 Paydays 09/18/15-06/10/16	Not Applicable	20 Paydays 09/18/15-06/10/16		
EYP 12%	EYP 12%	EYPP					
United Way (15 Paydays)	UW	U++E	11/13/15-05/27/16	11/13/15-05/27/16	11/13/15-05/27/16		

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
EMPLOYEE DEDUCTION SCHEDULE
2015 - 2016**

Payroll Code ▶▶▶			A13 District Resource Teachers Group B	
	Deduction Title	Payment Description	Deduction Code	Deductions per Year & Paydays
Taxes	Federal Tax	FED TAX	TFDE	Every Payday
	Additional Tax	FED TAX	TFDE	
	FICA Tax	FICA EE	TFCE	
	Medicare Tax	MED EE	TMDE	
	Alternative Retirement	ALT R EE	ALTE	
Retirement Contributions	FRS +++++	R++E		
Education Foundation	ED FOUND	B09E		
Levies	Child Support	CS+++++	CF++	
	Creditor Garnishment	Garnish\$ Garnish%	GARA GARP	
	IRS Levy	IRS LEVY	IRS	
	Levy Fee	LEVY FEE	LFEE	
	SDHC Levy	SDHC LVY	SLVY	
	Student Loan-Florida	STLN FL\$	SLFA	
	Student Loan-Not FL	STLN++++	SL++	
Voluntary Benefits	Voluntary Benefits Pretax	Various	F0+E F2+E F1+E F3+E	
	Voluntary Benefits Posttax	Various	F41E F61E F42E F62E	
	Humana Health Ins	Various	H++E	
	Gap Insurance	Various	G++E	
	Supplemental Life	SUP LIF+	F43E F63E	
	Spousal Life	SPS LIF+	F44E F64E	
	Dependent Life	CHLD LF+	F45E F65E	
	MetLife Accident	ML ACC +	F70E F74E	
	MetLife Critical Illness Low	ML CIL +	F71E F75E	
	MetLife Critical Illness High	ML CIH +	F72E F76E	
	MetLife Whole Life	ML WLf +	F73E F77E	
	Cancer Ins-AFLAC	AFLAC 20	B14E	
	Income Protection-FORTIS	FORTIS20	B16E	
	Unum Benefits	CANCERb ACC/HIPb LifeLTCb	F51E F52E F53E	
Trustmark Posttax	Various	F46E F66E F47E F67E F48E F68E F49E F69E		
Unions & Associations	HSEF Union Dues	HSEF	B11E	Not Applicable
	HCTA Dues-ESP	CTA ESP	B02E	Not Applicable
	HCTA Dues-Teachers	CTA TCH	B01E	20 Paydays 07/24/15-10/30/15 and 01/22/16-06/24/16
	HCTA Economic Services	ECSV	B03E	
	HCTA Dues-Job Share Tchr	CTA JST	B12E	
	HCTA Liberty Mutual	LibertyM	B24E	
	HASA Dues	HASA	B20E	
	FASA Dues	FASA	B21E	
	NAESP Dues	NAESP	B22E	
	NASSP Dues	NASSP	B23E	
	PEN of Florida Dues	PEN - FL	B10E	
Tax Shelter Accounts (TSA)	Various	D+++	20 Paydays 07/24/15-10/30/15 and 01/22/16-06/24/16	
Credit Union	S CU DED	SCU	20 Paydays 07/24/15-10/30/15 and 01/22/16-06/24/16	
EYP Flat Amount & 12%	EYP +++	EYP+	Not Applicable	
United Way	UW	U++E	Not Applicable	

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
ADDITIONAL DEDUCTION INFORMATION
2015 - 2016**

A & V Payrolls:

All deductions will be withheld over 20 paydays except for:

- ◆ Taxes, Levies, and Education Foundation are withheld on every payday
- ◆ United Way is withheld over 15 paydays

P & R Payrolls:

A variety of different deduction frequencies apply to 12-month personnel including:

- ◆ Taxes, Levies, and Education Foundation are withheld on every payday
- ◆ 15 paydays for United Way
- ◆ 20 paydays for cancer, supplemental life, GAP & income protection insurance, HCTA & HASA
- ◆ 25 paydays for TSA, health insurance, Trustmark, voluntary pretax & posttax benefits
- ◆ 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.

Voluntary Benefits

All voluntary benefits are deducted one month in advance of coverage.

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 2015 insurance plan year will be taken from September through November 2015.
- c. Deductions for the 2016 insurance plan year will be withheld from December 2015 through November 2016.
- d. Normally, no deductions are taken during the summer.

HSEF Union Dues (rates effective 11/01/13):

- 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 .0275 multiplied by gross pay with a minimum of \$7.00 and a maximum of \$20.00 per pay period.

EYP (Extended Year Payments):

EYP refunds will be split equally into four (4) equal payments issued on 6/24/16, 7/8/16, 7/22/16, and 8/5/16.

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
A PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL
SICK LEAVE ACCRUAL SCHEDULE
2015 - 2016**

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	A06	A07 & A08	A09	A12	A13
	10- Month Personnel	10 1/2- Month Personnel	11- Month Personnel	ROTC Instructors	Psychologists, 10 1/2 Social Workers, Elementary & Middle School Counselors	High School Counselors	District Resource Teachers Group A	District Resource Teachers Group B
Pay Date	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
1 07/10/15	---	---	---	---	---	---	---	---
2 07/24/15	---	---	---	---	---	---	---	4.0
3 08/07/15	---	---	4.0	---	---	---	4.0	0.5
4 08/21/15	---	4.0	0.5	4.0	4.0	4.0	0.5	0.5
5 09/04/15	4.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6 09/18/15	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7 10/02/15	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8 10/16/15	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9 10/30/15	---	---	---	---	---	---	---	---
10 11/13/15	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11 11/27/15	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---
12 12/11/15	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---
13 12/24/15	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---
14 01/08/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	---
15 01/22/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
16 02/05/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
17 02/19/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
18 03/04/16	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
19 03/18/16	---	---	---	0.5	---	---	---	0.5
20 04/01/16	---	---	---	---	---	---	---	0.5
21 04/15/16	---	---	---	---	---	---	---	0.5
22 04/29/16	---	---	---	---	---	---	---	---
23 05/13/16	---	---	---	---	---	---	---	---
24 05/27/16	---	---	---	---	---	---	---	---
25 06/10/16	---	---	---	---	---	---	---	---
26 06/24/16	---	---	---	---	---	---	---	---
27 06/30/16	---	---	---	---	---	---	---	---
Total Days	10.0	10.5	11.0	11.0	10.5	10.5	11.0	11.0

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.

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
2015 - 2016**

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, P04 & P05	R01 & R03	R02 & R05
		12-Month Support Personnel	12-Month Instructional Personnel	12-Month Administrators Personnel
	Pay Date	DAYS	DAYS	DAYS
1	07/10/15	---	4.0	---
2	07/24/15	---	0.5	---
3	08/07/15	4.5	0.5	4.5
4	08/21/15	0.5	0.5	0.5
5	09/04/15	0.5	0.5	0.5
6	09/18/15	0.5	0.5	0.5
7	10/02/15	0.5	0.5	0.5
8	10/16/15	0.5	0.5	0.5
9	10/30/15	---	---	---
10	11/13/15	0.5	0.5	0.5
11	11/27/15	0.5	0.5	0.5
12	12/11/15	0.5	0.5	0.5
13	12/24/15	0.5	0.5	0.5
14	01/08/16	0.5	0.5	0.5
15	01/22/16	0.5	0.5	0.5
16	02/05/16	0.5	0.5	0.5
17	02/19/16	0.5	0.5	0.5
18	03/04/16	0.5	0.5	0.5
19	03/18/16	0.5	---	0.5
20	04/01/16	---	---	---
21	04/15/16	---	---	---
22	04/29/16	---	---	---
23	05/13/16	---	---	---
24	05/27/16	---	---	---
25	06/10/16	---	---	---
26	06/24/16	---	---	---
27	06/30/16	---	---	---
	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
2015 - 2016

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:	V22	V23	V24	V25	V26	V27	V28	V30	V31	V32	V34	V35	V36	V37	V39	V40	V53
	Bus Drivers	Elem & Mid Secy 4	10.5-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors & SNS Area Spec	SNS Mgr	SNS Asst, Prod Coord	Paraprofessionals	High School Registr	OT/PT Asst	Riders	Health Asst	Staff Nurses	Assistant Teachers & OT/PT	Head Start Instructors	Comm School Officer 2
Pay Date	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
07/10/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
07/24/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/07/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/21/15	---	4.5	---	---	---	---	---	---	---	---	4.5	---	---	---	---	---	---
09/04/15	---	0.5	---	---	4.5	---	---	---	---	---	0.5	---	---	---	---	---	---
09/18/15	---	0.5	4.5	4.5	0.5	4.5	4.5	---	---	4.5	0.5	---	4.5	4.5	4.5	4.5	---
10/02/15	4.5	0.5	0.5	0.5	0.5	0.5	0.5	4.5	4.5	0.5	0.5	4.5	0.5	0.5	0.5	0.5	4.5
10/16/15	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	0.5
10/30/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
11/13/15	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	0.5
11/27/15	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	0.5
12/11/15	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	0.5
12/24/15	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	0.5
01/08/16	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	0.5
01/22/16	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	0.5
02/05/16	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	0.5
02/19/16	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	0.5
03/04/16	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	0.5
03/18/16	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
04/01/16	---	---	---	---	---	0.5	---	---	---	0.5	---	---	---	---	---	---	---
04/15/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/29/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/13/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/27/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/10/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/24/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/30/16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Total Days	10.0	11.5	10.5	10.5	11.0	11.0	10.0	10.0	10.0	11.0	11.5	9.5	10.5	10.5	10.0	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
2015 - 2016 INSTRUCTIONAL PERSONNEL HIGHLIGHTS

1.	Starting Date	Less than 12-month Instructional	Pay Class	First Pay Date
	July 1	Group B District Resource Teachers (DRT)	A13	July 10
	July 27	Group A District Resource Teachers (DRT)	A12	August 7
	July 27	Assistant Principals	A04	August 7
	July 27	11-month Teachers	A05	August 7
	August 10	ROTC Instructors	A06	August 21
	August 10	10½-month Teachers	A03	August 21
	August 10	High School Counselors	A09	August 21
	August 11	Elementary & Middle Counselors	A08	August 21
	August 11	Psychologists & 10½-month Social Workers	A07	August 21
	August 13	10-month Social Workers	A02	August 21
	August 17	10-month Teachers & Alternative Ed Teachers	A01	September 4

2. July 3 District sites are closed on Friday
3. July 10, 17, 24, 31 & August 7, 14 District sites are closed on Fridays during the summer
4. August 17-18, 20-21 & 24 Pre-planning days
5. August 19 Professional Day
6. September 7 Labor Day - 1st paid teacher holiday
7. October 26 Non-paid day
8. November 2 - January 1 Group B District Resource Teachers (DRTs) A13 are not scheduled to work
9. November 11 Veterans Day - 2nd paid teacher holiday (Except this is a non-paid holiday for DRTs A12 & A13)
10. November 23-24 Non-paid days
11. November 25 Conference Day (Except this is the 2nd paid holiday for Group A DRTs A12)
12. November 26-27 Fall Break - 3rd & 4th paid teacher holidays (Except these are non-paid holidays for Group B DRTs A13)
13. December 21-31 & January 1 Winter Break:
 * December 21-24, 28-31 are non-paid holidays
 * December 25 & January 1 are the 5th & 6th paid teacher holidays
 (Except these are all non-paid holidays for Group B DRTs A13)
14. January 18 Martin Luther King Day - Non-paid holiday (Except this is the 2nd paid holiday for Group B DRTs A13)
15. January 19 Teacher Work Day
16. February 5 Planning day for West Hillsborough County sites (Fair Day)
17. March 7 Planning day for East Hillsborough County sites (Strawberry Festival Day in lieu of Fair Day)
18. March 14-18 Spring Break - Non-paid holidays (Except March 16-18 are the 3rd, 4th & 5th paid holidays for Group B DRTs A13)
19. March 25 Conference Day
20. May 30 Memorial Day - Non-paid holiday (Except this is the 6th paid holiday for Group B DRTs A13)
21. June 13 Post-planning day
22. June 17 & 24 District sites are closed on Friday

23.	Ending Date	Less than 12-month Instructional	Pay Class	Last Pay Date
	June 13	10½-month Teachers	A03	June 24
	June 13	10-month Teachers & Alternative Ed Teachers	A01	June 24
	June 13	10-month Social Workers	A02	June 24
	June 13	11-month Teachers	A05	June 24
	June 13	Group A District Resource Teachers	A12	June 24
	June 15	Elementary & Middle Counselors	A08	June 24
	June 15	High School Counselors	A09	June 24
	June 16	Assistant Principals	A04	June 24
	June 16	Psychologists & 10½-month Social Workers	A07	June 24
	June 30	ROTC Instructors	A06	June 30
	June 30	Group B District Resource Teachers	A13	June 30

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2015 - 2016 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

1. July 1 & 2 12-month employees work 8-hour days

2. July 3 Independence Day: Non-paid holiday for all 12-month employees

3. July 10, 17, 24, 31 District sites are closed on Fridays during the summer
 & August 7, 14

4. July 6 - August 13 12-month 253-day employees, Elementary & Middle Secretary 4's, OT & PT Assistants
 work four 10-hour days each week

Starting Date	Less than 12-month Instructional Support	Pay Class	First Pay Date
July 13	Elementary & Middle Secretary 4's, OT & PT Assistants	V23, V34	July 24
July 29	High School Bookkeepers	V26	August 7
August 3	Data Processors, SNS Area Spec, Lead Drivers and HS Registrars	V27, V32	August 21
August 3	Middle School Bookkeepers	V25	August 21
August 6	10½-month Clerks, Health Assistants, LPN, and Staff Nurses	V24, V36, V37	August 21
August 10	SNS Managers	V28	August 21
August 10	Head Start Instructors	V40	August 21
August 11	Assistant Teachers, Occupational & Physical Therapists	V39	August 21
August 17	Paraprofessionals	V31	September 4
August 17	SNS Assistants and Product Coordinators	V30	September 4
August 17	Community School Officer 2	V53	September 4
August 19	Bus Drivers	V22	September 4
August 21	Riders	V35	September 4

6. August 19-21, 24 In-service Days for Bus Drivers V22

7. August 21, 24 In-service Days for Riders V35

8. September 4 Non-paid holiday for Group B P05 School Readiness staff

9. September 7 Labor Day:
 - a. Paid holiday for less than 12-month support staff & 12-month School Readiness Group A P04 & Group B P05 personnel
 - b. Non-paid holiday for all other 12-month employees

10. September 8 Paid holiday for Group A P04 School Readiness staff

11. September 8-11 12-month employees work four 10-hour days (excludes Group A P04 & Group B P05 School Readiness staff)

12. October 26 a. Non-paid day for less than 12-month instructional support employees, except Bus Drivers V22, SNS Managers V28 and Riders V35 work on this day
 b. Work day for all 12-month employees

13. November 11 Veteran's Day:
 - a. Non-paid holiday for all less than 12-month support employees, except Community School Officer 2
 - b. Work day for all 12-month employees

14. November 23-27 Fall Break:
 - a. Less than 12-month support employees:
 - * November 23-25 are non-paid holidays
 - * November 26-27 are paid holidays
 - * EXCEPTION: November 25 is a conference day for Assistant Teachers, Staff Occupational & Physical Therapists V39, Head Start Instructors V40, and Community School Officer 2 V53.
 - b. Paid holidays for 12-month 253-day personnel
 - c. Group A P04 School Readiness staff:
 - * November 23-25 are work days
 - * November 26-27 are paid holidays
 - * November 30 is a non-paid holiday
 - d. Group B P05 School Readiness staff:
 - * November 23 is a work day
 - * November 24-25 are non-paid holidays
 - * November 26-27 are paid holidays
 - f. 12-month DJJ 257-day employees:
 - * November 23 is a work day
 - * November 24 & 27 are non-paid holidays
 - * November 25-26 are paid holidays

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2015 - 2016 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

15. December 21-25, 28-31 & January 1 **Winter Break:**
- a. Less than 12-month support employees:
 - * December 21-24, 28-31 are non-paid holidays
 - * December 25 & January 1 are paid holidays

 - b. 12-month 253-day personnel:
 - * December 21-25, 30-31 & January 1 are paid holidays
 - * December 28-29 are non-paid holidays

 - c. Group A P04 School Readiness staff:
 - * December 21-23 are work days
 - * December 24-25, 31 & January 1, 4 are paid holidays
 - * December 28-30 are non-paid holidays

 - d. Group B P05 School Readiness staff:
 - * December 21-22 are non-paid holidays
 - * December 23-25, 31 & January 1 are paid holidays
 - * December 28-30 are work days

 - e. 12-month DJJ 257-day employees:
 - * December 21-22 are work days
 - * December 23-25, 30-31 & January 1 are paid holidays
 - * December 28-29 are non-paid holidays
-
16. January 18-22 **Martin Luther King Day and work week:**
- a. Bus Drivers V22 & Riders V35:
 - * January 18-19 are non-paid holidays
 - * January 20-22 are work days

 - b. All other less than 12-month support employees:
 - * January 18 is a non-paid holiday
 - * January 19-22 are work days

 - c. 12-month 253-day personnel:
 - * January 18 is a non-paid holiday
 - * January 19-22 are 10-hour work days

 - d. Group A P04 School Readiness staff:
 - * January 18-19 are paid holidays
 - * January 20-22 are work days

 - e. Group B P05 School Readiness staff:
 - * January 18 is a paid holiday
 - * January 19-22 are work days

 - f. 12-month DJJ 257-day employees:
 - * January 18 is a non-paid holiday
 - * January 19-22 are 10-hour work days
-
17. February 5 **Planning day for West Hillsborough County sites (Fair Day):**
- a. Paid holiday for less than 12-month West Hillsborough support employees

 - b. Work day for less than 12-month East Hillsborough support employees

 - c. Work day for all 12-month employees
-
18. March 7 **Planning day for East Hillsborough County sites (Strawberry Festival Day in lieu of Fair Day):**
- a. Work day for less than 12-month West Hillsborough support employees

 - b. Paid holiday for less than 12-month East Hillsborough support employees

 - c. 12-month employees work on this day
-
19. March 14 - 18 **Spring Break:**
- a. Non-paid holidays for less than 12-month support employees

 - b. Non-paid holidays for 12-month 253-day personnel (excluding Group A P04 & Group B P05)

 - c. Group A P04 School Readiness staff:
 - * March 14-16 are work days
 - * March 17-18, 22 are non-paid holidays
 - * March 21 is a paid holiday

 - d. Group B P05 School Readiness staff:
 - * March 11 & 16 are paid holidays
 - * March 14-15 are non-paid holidays
 - * March 17-18 are work days

 - e. Paid holidays for 12-month DJJ 257-day employees

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2015 - 2016 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

- 20. March 25 a. Non-paid day for less than 12-month instructional support employees, except that this is a conference/work day for Paraprofessionals V31, Assistant Teachers, Staff Occupational Physical Therapists V39, Head Start Instructors V40, and Community School Officer 2 V53
 b. Work day for all 12-month employees

- 21. May 27 Non-paid holiday for Group A P04 School Readiness staff

- 22. May 30 **Memorial Day:**
 a. Non-paid holiday for all less than 12-month support employees
 b. Paid holiday for Group A P04 & Group B P05 School Readiness staff
 c. Non-paid holiday for all other 12-month 253-day employees
 d. Work day for all 12-month 257-day employees

- 23. May 31 Non-paid holiday for Group B P05 School Readiness staff

- 24. June 13 The district's four 10-hour summer work days begin

Ending Date	Less than 12-month Non-Instructional	Pay Class	Last Pay Date
June 10	Riders	V35	June 24
June 13	Bus Drivers	V22	June 24
June 13	SNS Assistants and Product Coordinators	V30	June 24
June 13	SNS Managers	V28	June 24
June 13	Head Start Instructors	V40	June 24
June 13	Assistant Teachers, Occupational & Physical Therapists	V39	June 24
June 13	Paraprofessionals	V31	June 24
June 13	Community School Officer 2	V53	June 24
June 16	10½-month Clerks, Health Assistants, LPN, and Staff Nurses	V24, V36, V37	June 24
June 16	Elementary & Middle Secretary 4's, OT & PT Assistants	V23, V34	June 24
June 16	Middle School Bookkeepers	V25	June 24
June 16	High School Bookkeepers	V26	June 24
June 23	Data Processors, SNS Area Spec, Lead Drivers and HS Registrars	V27, V32	June 30

- 26. June 17 & 24 District sites are closed on Fridays during the summer
 * EXCEPTION: DJJ and Group A P04 & Group B P05 School Readiness personnel work on these days

- 27. June 27-30 12-month employees work 8-hour days