

**MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2024-25**  
**10 MONTH HOURLY (Scheduled Work Year 07/29/24 - 05/23/25)**

**Full-time Educational Assistants &  
ELOP-FT, Bilingual Mentors**

For APECS use only  
**10-MH**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK DAYS	PAID	TOTAL PAID DAYS	NON PAID DAYS	APPROVAL	PAY DAY	Total all Days
		Calendar Days in Pay Period			HOLIDAYS			DEADLINE		
1	1			0.00		0.00		6/28/2024	7/5/2024	0.00
2	2	7/1/2024	7/12/2024	0.00		0.00		7/12/2024	7/19/2024	10.00
3	3	7/13/2024	7/26/2024	0.00		0.00	10.00	7/26/2024	8/2/2024	10.00
4	4	7/27/2024	8/9/2024	10.00		10.00		8/9/2024	8/16/2024	10.00
5	5	8/10/2024	8/23/2024	10.00		10.00		8/23/2024	8/30/2024	10.00
6	6	8/24/2024	9/6/2024	9.00	1.00	10.00		9/6/2024	9/13/2024	10.00
7	7	9/7/2024	9/20/2024	10.00		10.00		9/20/2024	9/27/2024	10.00
8	8	9/21/2024	10/4/2024	10.00		10.00		10/4/2024	10/11/2024	10.00
9	9	10/5/2024	10/18/2024	5.00	3.00	8.00	2.00	10/18/2024	10/25/2024	10.00
10	10	10/19/2024	11/1/2024	10.00		10.00		11/1/2024	11/8/2024	10.00
11	11	11/2/2024	11/15/2024	9.00	1.00	10.00		11/15/2024	11/22/2024	10.00
12	12	11/16/2024	11/29/2024	5.00	2.00	7.00	3.00	11/29/2024	12/6/2024	10.00
13	13	11/30/2024	12/13/2024	10.00		10.00		12/13/2024	12/20/2024	10.00
14	14	12/14/2024	12/27/2024	5.00	4.00	9.00	1.00	12/27/2024	1/3/2025	10.00
15	15	12/28/2024	1/10/2025	5.00	2.00	7.00	3.00	1/10/2025	1/17/2025	10.00
16	16	1/11/2025	1/24/2025	9.00	1.00	10.00		1/24/2025	1/31/2025	10.00
17	17	1/25/2025	2/7/2025	10.00		10.00		2/7/2025	2/14/2025	10.00
18	18	2/8/2025	2/21/2025	9.00		9.00	1.00	2/21/2025	2/28/2025	10.00
19	19	2/22/2025	3/7/2025	10.00		10.00		3/7/2025	3/14/2025	10.00
20	20	3/8/2025	3/21/2025	5.00	5.00	10.00		3/21/2025	3/28/2025	10.00
21	21	3/22/2025	4/4/2025	10.00		10.00		4/4/2025	4/11/2025	10.00
22	22	4/5/2025	4/18/2025	9.00	1.00	10.00		4/18/2025	4/25/2025	10.00
23	23	4/19/2025	5/2/2025	10.00		10.00		5/2/2025	5/9/2025	10.00
24	24	5/3/2025	5/16/2025	10.00		10.00		5/16/2025	5/23/2025	10.00
25	25	5/17/2025	5/30/2025	5.00		5.00	5.00	5/30/2025	6/6/2025	10.00
26	26	5/31/2025	6/13/2025	0.00		0.00	10.00	6/13/2025	6/20/2025	10.00
27	27	6/14/2025	6/27/2025	0.00		0.00	10.00	6/27/2025	7/3/2025	10.00
				185.00	20.00	205.00	55.00			260.00

**Start date is 7/29/2024 and end date is 5/23/2025**

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

**HOLIDAYS / VACATION**

Labor Day	September 2, 2024	1.00
Fall Break	Oct. 9-11, 2024	3.00
Veterans Day	November 11, 2024	1.00
Thanksgiving	November 28, 29, 2024	2.00
Winter Break - Paid Days	Dec 24-27, 31; Jan 1, 2025	6.00
Martin Luther King, Jr Day	January 20, 2025	1.00
Spring Break	March 10-14, 2025	5.00
Good Friday	April 18, 2025	1.00
<b>Total Holidays</b>		<b>20.00</b>

**Non-work/ Non Paid**

Fall Break Oct. 7-8, 2024	2.00
Thanksgiving Nov. 25-27, 2024	3.00
Winter Break - Dec. 23, 30; Jan 2,3, 2025	4.00
President's Day February 17, 2025	1.00
<b>Total</b>	<b>10.00</b>