

**MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2024-25**  
**10.5 MONTH HOURLY (Scheduled Work Year 07/22/24 - 06/04/25)**

**EDUCATIONAL SUPPORT ASSISTANTS**

Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK	PAID	TOTAL PAID	NON PAID	APPROVAL	For APECS use only	Total all Days
									10.5GS	
Pay Period	Pay Period	Calendar Days in Pay Period		DAYS	HOLIDAYS	DAYS	DAYS	DEADLINE	PAY DAY	
1	1			0.00		0.00		06/28/24	07/05/24	0.00
2	2	7/1/2024	7/12/2024	0.00		0.00	10.00	07/12/24	07/19/24	10.00
3	3	7/13/2024	7/26/2024	5.00		5.00	5.00	07/26/24	08/02/24	10.00
4	4	7/27/2024	8/9/2024	10.00		10.00		08/09/24	08/16/24	10.00
5	5	8/10/2024	8/23/2024	10.00		10.00		08/23/24	08/30/24	10.00
6	6	8/24/2024	9/6/2024	9.00	1.00	10.00		09/06/24	09/13/24	10.00
7	7	9/7/2024	9/20/2024	10.00		10.00		09/20/24	09/27/24	10.00
8	8	9/21/2024	10/4/2024	10.00		10.00		10/04/24	10/11/24	10.00
9	9	10/5/2024	10/18/2024	5.00	3.00	8.00	2.00	10/18/24	10/25/24	10.00
10	10	10/19/2024	11/1/2024	10.00		10.00		11/01/24	11/08/24	10.00
11	11	11/2/2024	11/15/2024	9.00	1.00	10.00		11/15/24	11/22/24	10.00
12	12	11/16/2024	11/29/2024	5.00	2.00	7.00	3.00	11/29/24	12/06/24	10.00
13	13	11/30/2024	12/13/2024	10.00		10.00		12/13/24	12/20/24	10.00
14	14	12/14/2024	12/27/2024	5.00	4.00	9.00	1.00	12/27/24	01/03/25	10.00
15	15	12/28/2024	1/10/2025	5.00	2.00	7.00	3.00	01/10/25	01/17/25	10.00
16	16	1/11/2025	1/24/2025	9.00	1.00	10.00		01/24/25	01/31/25	10.00
17	17	1/25/2025	2/7/2025	10.00		10.00		02/07/25	02/14/25	10.00
18	18	2/8/2025	2/21/2025	10.00		10.00		02/21/25	02/28/25	10.00
19	19	2/22/2025	3/7/2025	10.00		10.00		03/07/25	03/14/25	10.00
20	20	3/8/2025	3/21/2025	5.00	5.00	10.00		03/21/25	03/28/25	10.00
21	21	3/22/2025	4/4/2025	10.00		10.00		04/04/25	04/11/25	10.00
22	22	4/5/2025	4/18/2025	9.00	1.00	10.00		04/18/25	04/25/25	10.00
23	23	4/19/2025	5/2/2025	10.00		10.00		05/02/25	05/09/25	10.00
24	24	5/3/2025	5/16/2025	10.00		10.00		05/16/25	05/23/25	10.00
25	25	5/17/2025	5/30/2025	9.00		9.00	1.00	05/30/25	06/06/25	10.00
26	26	5/31/2025	6/13/2025	3.00		3.00	7.00	06/13/25	06/20/25	10.00
27	27	6/14/2025	6/27/2025	0.00		0.00	10.00	06/27/25	07/03/25	10.00
									07/18/25	
				198.00		20.00	218.00		42.00	260.00

**Start date is 7/22/2024 and end date is 6/4/2025**

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
Memorial Day May 26, 2025	1.00
<b>Total</b>	<b>10.00</b>