

# **GLEN ROSE INDEPENDENT SCHOOL** **DISTRICT**



P.O. BOX 2129  
GLEN ROSE, TX 76043-2129  
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BUSINESS OFFICE FAX (254) 898-3751

## **2024-2025 SCHOOL YEAR**

<u>CUT OFF DATE</u>	<u>COVERS DATES</u>	<u>PAY DATES</u>	<u>DUE DATE TO PAYROLL</u>	<u># of Weeks</u>
July 06, 2024	June 02 - July 06, 2024	July 25, 2024	July 10, 2024	5
Aug. 03, 2024	July 07 - Aug. 03, 2024	Aug. 23, 2024	Aug. 07, 2024	4
Aug. 31, 2024	Aug. 04 - Aug. 31, 2024	Sept. 25, 2024	Sept. 04, 2024	4
Oct. 05, 2024	Sept. 01 - Oct. 05, 2024	Oct. 25, 2024	Oct. 09, 2024	5
Nov. 02, 2024	Oct. 06 - Nov. 02, 2024	Nov. 22, 2024	Nov. 06, 2024	4
Nov. 30, 2024	Nov. 03 - Nov. 30, 2024	Dec. 20, 2024	Dec. 04, 2024	4
Jan 04, 2025	Dec. 01 - Jan 04, 2025	Jan. 24, 2025	Jan. 08, 2025	5
Feb. 01, 2025	Jan 05 - Feb. 01, 2025	Feb. 25, 2025	Feb. 05, 2025	4
Mar. 01, 2025	Feb. 02 - Mar. 01, 2025	Mar. 25, 2025	Mar. 05, 2025	4
April 05, 2025	Mar. 02 - April 05, 2025	Apr. 25, 2025	Apr. 09, 2025	5
May 03, 2025	April 06 - May 03, 2025	May 23, 2025	May 07, 2025	4
May 31, 2025	May 04 - May 31, 2025	June 25, 2025	June 04, 2025	4
July 05, 2025	June 01 - July 05, 2025	July 25, 2025	July 09, 2025	5

### **NINE PAID HOLIDAYS**

#### **(261 Day Employees Only)**

1. Fourth of July - July 4, 2024
2. Labor Day - September 2, 2024
3. Thanksgiving - November 28 & 29, 2024
4. Christmas - December 24, 25, & 26, 2024
5. New Year's Day - January 1, 2025
6. Memorial Day - May 26, 2025

\*ALL PAPERWORK WILL BE DUE TO THE PAYROLL OFFICE BY THE DATE INDICATED ABOVE. THIS INCLUDES TIME SHEETS, OR ANY CHANGES TO BE MADE TO PAYROLL.\*

\*PLEASE MAKE SURE THAT ABSENCES ARE TAKEN THRU THE APPROPRIATE PROGRAM AND TIME SHEETS ARE CORRECT BEFORE SUBMITTING EACH WEEK. NO TIME SHEET SHOULD HAVE LESS THAN 40 HOURS WHEN SUBMITTING, IF A TIMESHEET HAS LESS THAN 40 HOURS YOU WILL BE DOCKED.\*