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South Burlington School District

To: All District Employees
From: Krista Chadwick, Business Manager
Date: May 14, 2021
Re: Fiscal Year 2021-2022 Pay Periods

The following is a list of the paydays for the 2021-2022 fiscal year. Unless otherwise noted we pay on a bi-weekly (every 2 weeks) pay schedule, with checks issued on Fridays. Additionally, notification was sent to all staff on November 30, 2020, informing everyone the number of pay dates will need to be adjusted from 27 to 26 during the 2021-2022 fiscal year. This will be corrected by adjusting the originally scheduled date of July 2, 2021 to the following Friday, July 9, 2021. For planning purposes, please be aware there will be a 3-week time period in between the June 18, 2021 paycheck and the July 9, 2021 new pay date. We will then follow our normal bi-weekly pay schedule with the next pay date on Friday, July 23, 2021, and so on until June 24, 2022.

Paychecks are distributed to the building that you are assigned to. Also, during holiday or vacation breaks, all checks are held in the Business Office and you may pick them up or arrange to have them mailed to your home. Please reach out to Missy Pidgeon at mpidgeon@sbschools.net if you need further assistance.

July 9, 2021*	January 7, 2022
July 23, 2021	January 21, 2022
August 6, 2021	February 4, 2022
August 20, 2021	February 18, 2022
September 3, 2021**	March 4, 2022
September 17, 2021	March 18, 2022
October 1, 2021	April 1, 2022
October 15, 2021	April 15, 2022
October 29, 2021	April 29, 2022
November 12, 2021	May 13, 2022
November 26, 2021	May 27, 2022
December 10, 2021	June 10, 2022***
December 24, 2021	June 24, 2022

*FY 21-22 adjusted to 26 pay dates per staff email notification on 11/30/2020.

**The first pay date for all teachers.

***The final check for employees who chose 21 pay periods.

****Employees who chose 26 pay periods will be receive their last paycheck on August 19, 2022.

Thank you.