



# RIALTO UNIFIED SCHOOL DISTRICT

## Fiscal Services

Payroll Bulletin 24-003

**DATE:** April 23, 2024

**TO:** All Employees

**FROM:** Sharon Faria, Fiscal Services Manager

**SUBJECT:** Vacation Absences and Time Card Due Dates for Fiscal Year-End Closing

For Classified Contract employees who work **less than 12 months**, unused vacation hours will be paid on **June 28, 2024**. For Classified Contract employees who **work 12 months**, any excess vacation over 40 hours will be paid on **August 30, 2024**. Please have your site or service area secretary enter any vacation absence scheduled for the month of June in ELTS by **June 3, 2024**. Failure to do so will result in a salary adjustment on your first pay warrant in the 2024-2025 school year.

The following is a schedule of due dates for both classified and certificated timecards:

CLASSIFIED TIME CARDS	PERIOD WORKED	DUE DATES	PAY DATES
Contract (Pink/Yellow)	5/01 through 5/31	June 03	June 28
Contract (Pink/Yellow)	6/01 through 6/28	July 01	July 15
Hourly/Substitute (White)	5/20 through 6/18	June 20	July 09
Hourly/Substitute (White)	6/20 through 6/28	July 01	July 15

CERTIFICATED TIME CARDS	PERIOD WORKED	DUE DATES	PAY DATES
Contract (Blue/Salmon)	5/13 through 6/10	June 12	July 01
Contract (Blue/Salmon)	6/11 through 6/28	July 01	July 15
Hourly/Substitute (Green)	5/20 through 6/18	June 20	July 09
Hourly/Substitute (Green)	6/20 through 6/28	July 01	July 15

**If your work calendar ends prior to the above due dates, please turn in your timecards on your last day of work for the 23/24 Fiscal Year.**

Should you have any questions, please do not hesitate to contact our office.