



UPPER GRAND DISTRICT SCHOOL BOARD
SECONDARY AND ELEMENTARY OCCASIONAL TEACHERS

PAYMENT SCHEDULE

2009-10 SCHOOL YEAR

PAY ENDING DATE INCLUSIVE	TIME SHEET SUBMISSION DATE	PAYDATE
September 1 – September 4	September 8	September 18
September 7 – September 18	September 21	October 2
September 21 – October 2	October 5	October 16
October 5 – October 16	October 19	October 30
October 19 – October 30	November 2	November 13
November 2 – November 13	November 16	November 27
November 16 - November 27	November 30	December 11
November 30 – December 11	December 14	December 24
December 14 – December 25	****December 18	January 8, 2010
December 28 – January 8, 2010	January 11, 2010	January 22
January 11 – January 22	January 25	February 5
January 25 – February 5	February 8	February 19
February 8 – February 19	February 23	March 5
February 22 – March 5	March 8	March 19
March 8 – March 19	March 22	April 1
March 22 – April 2	April 6	April 16
April 5 – April 16	April 19	April 30
April 19– April 30	May 3	May 14
May 3 - May 14	May 17	May 28
May 17 – May 28	May 31	June 11
May 31 – June 11	June 14	June 25
June 14 – June 25	June 28	July 09

Time Sheet submission date (above) is the date you need to send your timesheets into the Payroll Dept. to ensure you are paid on the correct payday.
(If your school does not have courier service on this date the following day is acceptable.)

****Time Sheets will need to be at the Board Office on this date to ensure proper payment.
There is no courier service between schools and board office during the Christmas and March Break.