

10 Month Employee (TEA)

Each pay check is for 21.50 days, prepaid. Once leave request has been approved time is immediately take from leave balance

| Pay Date | Dates Checks Pay | Absences Reported |
|----------|---------------------------|---|
| 8/31/16 | 8/22/16 – 9/20/16 (.50) | All approved absences |
| 9/30/16 | 9/20/16 (.50) – 10/19/16 | All approved absences 8/22/16 – 9/20/16 |
| 10/31/16 | 10/20/16 – 11/18/16 (.50) | All approved absences 9/21/16 – 10/19/16 |
| 11/23/16 | 11/18/16 (.50) – 12/19/16 | All approved absences 10/20/16 – 11/15/16 |
| 12/20/16 | 12/20/16 – 1/18/17 (.50) | All approved absences 11/16/16 – 12/11/16 |
| 1/31/17 | 1/18/17 (.50) – 2/16/17 | All approved absences 12/12/16 – 1/18/17 |
| 2/28/17 | 2/17/17 – 3/20/17 (.50) | All approved absences 1/19/17 – 2/16/17 |
| 3/31/17 | 3/20/17 (.50) – 4/18/17 | All approved absences 2/17/17 – 3/20/17 |
| 4/28/17 | 4/19/17 – 5/18/17 (.50) | All approved absences 3/21/17 – 4/12/17 |
| 5/30/17 | 5/18/17 (.50) – 6/16/17 | All approved absences 4/13/17 – 6/16/17 |
| 6/27/17 | Installment Payment | All 10 month employees signed up for 12 month spread payments 10 month-12 month |

10 month employees include all salaried employees that physically work 10 months