



Durham District School Board
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MEMORANDUM TO: Home Instruction Supervisors
FROM: Nancy Mullin, Payroll Manager
RE: Home Instruction Schedule 2021-2022
DATE: August 2021

The following is the anticipated schedule for implementation of time worked for Payroll and for payment. Payment is by Direct Deposit. **Note * = subject to change.**

For the period:	To be authorized for Payroll By:	Pay Date:
July 25 – August 07	August 11 – Noon	August 26, 2021
August 08 – August 21	August 25 – Noon	September 09, 2021
August 22 – September 04	September 08	September 23, 2021
September 05 – September 18	September 22	October 07, 2021
September 19 – October 02	October 06	October 21, 2021
October 03 – October 16	October 20	November 04, 2021
October 17 – October 30	November 03	November 18, 2021
October 31 – November 13	November 17	December 02, 2021
November 14 – November 27	*November 25 NOON*	December 16, 2021
November 28 – December 11	*December 09 NOON*	December 30, 2021
December 12 – December 25	*January 03*	January 13, 2022
December 26 – January 08	January 12	January 27, 2022
January 09 – January 22	January 26	February 10, 2022
January 23 – February 05	February 09	February 24, 2022
February 06 – February 19	February 23	March 10, 2022
February 20 – March 05	March 09	March 24, 2022
March 06 – March 19	March 23	April 07, 2022
March 20 – April 02	April 06	April 21, 2022
April 03 – April 16	April 20	May 05, 2022
April 17 – April 30	May 04	May 19, 2022
May 01 – May 14	May 18	June 02, 2022
May 15 – May 28	June 01	June 16, 2022
May 29 – June 11	June 15	June 30, 2022
June 12 – June 25	June 29	July 14, 2022
June 26 – July 09	July 13	July 28, 2022
July 10 – July 23	July 27	August 11, 2022

Time worked **MUST** be authorized on schedule for each pay. Payroll scheduling cannot accommodate late authorization. Please contact Payroll if you require further information or assistance.

PLEASE INFORM STAFF OF METHOD OF PAYMENT AND PAY DATES
 THIS SCHEDULE IS SUBJECT TO CHANGE



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