Beaufort County Schools

CN Assistants

**2024 - 2025**

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| **Check Date** | Pay Period & Reporting Period | Days Paid  | NOTES(Holidays are paid) |
| August 20, 2024 |  |  | No Pay |
| September 20, 2024 | 8/26/24 – 8/31/24 | 5 | **8/15,16,19,20,21,22,23 = WD or AL**  |
| October 18, 2024 | 9/1/24 – 9/28/24 | 19 | **9/2 = Holiday****9/27 = WD or AL** |
| November 20, 2024 | 9/29/24 – 11/2/24 | 23 | **10/18 = WD or AL****11/1 = WD or AL** |
|  December 20, 2024 | 11/3/24 – 11/30/24 | 20 | **11/11 = Holiday****11/27 = BIV (A/L) Day****11/28,29 = Holidays** |
| January 17, 2025 | 12/1/24 – 1/4/25 | 24 | **12/23,27,30 & 1/2 = BIV (AL) Day****12/24,25,26,31 & 1/1 = Holidays****1/3 = No Work Day** |
| February 20, 2025 | 1/5/25 – 2/1/25 | 19 | **1/6 = WD or AL****1/20 = Holiday** |
| March 20, 2025 | 2/2/25 – 3/1/25 | 18 | **2/10,28 = WD or AL** |
| April 18, 2025 | 3/2/25 – 4/5/25 | 23 | **3/14,24 = WD or AL** |
| May 20, 2025 | 4/6/25 – 5/3/25 | 19 | **4/18 = WD or AL 4/21,22,23,24,25 = BIV (A/L) Day** |
| June 20, 2025 | 5/4/25 – 6/12/25 | 25 | **5/26 = Holiday****6/9,10,11,12 = WD or AL** |

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**NOTE:** CN Assistants that are employed to work less than 20 hours per week do not earn annual or sick leave

and would not be paid for Holidays. If a CN Assistant works less than 20 hours per week and has another assignment (ex: bus driver), they would receive leaves.

**NOTE:** CN Assistants are paid by the time sheet dates.

**Note: Sick Leave and Annual Leave (for workdays) must be requested through the school bookkeeper if you have sufficient leave balances.**