



## BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOLS

**BH-BL Business Office**  
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To: Summer School Principals  
From: Christopher Abdoo  
Date: June 16, 2017  
Re: Summer School Payroll Dates

The following payroll dates for summer school 2017 are consistent with the payroll dates that were in effect for the summer of 2016. Please remind your staff that since there are no sick, vacation or personal days for summer school we cannot issue a paycheck until we have confirmed that they have been in attendance as indicated by the attendance sheets you will submit to the Business Office. This is the reason for the timing of payroll dates. Please share the following payroll dates with your instructional staff for Summer 2017:

<u>Summer School Program</u>	<u>Dates of Program</u>	<u>July 14</u>	<u>July 28</u>	<u>August 11</u>	<u>August 25</u>
High School	7/5-8/15	½ Paycheck	Full Paycheck	Full Paycheck	½ Paycheck
Special Education	7/3-8/11	Full Paycheck	Full Paycheck	Full Paycheck	½ Paycheck
Middle School	7/5-8/15	½ Paycheck	Full Paycheck	Full Paycheck	½ Paycheck
Elementary (includes forum)	6/26-7/28	Full Paycheck	Full Paycheck	½ Paycheck	
Music Program	7/10-8/4	½ Paycheck	Full Paycheck	½ Paycheck	
Writing Program	6/26-7/28	Full Paycheck	Full Paycheck	½ Paycheck	

Please let me know if you have any questions.