



District Business and Advisory Services

Bulletin: 25-011

Date: November 8, 2024

To: District Chief Business Officers
District Fiscal Directors
District Personnel and Payroll Directors

From: Ann Redd-Oyedele, Senior Advisor, District Business Services

Re: Holiday Schedule – Important Notice

The purpose of this bulletin is to notify school districts of the 2024 holiday schedule for the Santa Clara County Office of Education. Our office will be closed on the following dates:

Day	Date
Monday	11/11/2024
Thursday	11/28/2024
Friday	11/29/2024
Tuesday	12/24/2024
Wednesday	12/25/2024
Tuesday	12/31/2024
Wednesday	01/01/2025

As a reminder, the payroll closing dates for December are December 4, 2024, and December 13, 2024. **Payroll corrections will not be available after December 13, 2024.**

During the period of December 23, 2024, through January 2, 2025, while most districts are closed, District Business and Advisory Services (DBAS) will have reduced staffing in some areas.

Accounts Payable warrants will continue to be processed during December up through December 23, 2024. The final accounts payable run for calendar year 2024 will be December 23, 2024. **All batches must be released and approved by 9:00 pm on December 23, 2024, and will be available for pick up on December 26, 2024, after 10:00**

am. Accounts Payable warrants that are released for payment from December 26, 2024, through December 30, 2024, will be available for pick up from DBAS on January 2, 2025, at 10:00 am.

Payroll cancellation runs are scheduled for December 16, 2024, and December 27, 2024. The last payroll cancellation run will be processed on December 27, 2024, and the cutoff for district submissions is 3:00 pm on December 23, 2024. All payroll cancellations submitted to DBAS for processing by December 23, 2024, will be reflected in the employee pay history for calendar year 2024.

The warrant processing schedule is summarized below:

Processing Schedule	Accounts Payable Warrants		Payroll Warrants			
	Cutoff	Available for Pick-Up	Pay Date	Cutoff	Available for Pick-Up	Payroll Type
Last of 2024	12/23/2024 9 pm	12/26/2024 10 am	12/20/2024	12/13/2024 5 pm	12/19/2024 2 pm	December - End of Month Payroll
First of 2025	12/30/2024 9 pm	01/02/2025 10 am	1/10/2025	01/06/2025 5 pm	01/09/2025 2 pm	January - Tenth of Month Payroll

Please contact your DBAS Payroll Specialist and provide contact information for a District Staff member who will be responsible for payroll concerns or issues that may arise while the District office is closed during the Holiday Break.

Happy Holidays to you and your families from the DBAS Team!
Please distribute this memo within your District as deemed appropriate.