Santa Clara County Office of Education
Dr. David M. Toston, Sr.
County Superintendent of Schools

Informational Bulletin
For Santa Clara School Districts

District Business and Advisory Services

Bulletin: 27-009

Date: November 16, 2026

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

From: Reema Popli, Director, District Business & Advisory Services

Re: **2026-27 Holiday Schedule – Important Notice**

The purpose of this bulletin is to notify school districts of the 2026–27 holiday schedule for the Santa Clara County Office of Education. Our office will be closed on the following dates:

Day	Date
Thursday	11/26/2026
Friday	11/27/2026
Thursday	12/24/2026
Friday	12/25/2026
Thursday	12/31/2026
Friday	01/01/2027

As a reminder, the payroll closing dates for December are December 4, 2026, and December 11, 2026. **Payroll corrections will not be available after December 11, 2026.**

During the period of December 23, 2026, through January 4, 2027, while most districts are closed, District Business and Advisory Services (DBAS) will have reduced staffing.

The final accounts payable run for calendar year 2026 will be December 22, 2026. **All batches must be released and approved by 9:00 pm on December 22, 2026, and will be available for pickup on December 23, 2026, at 10:00 am.** Accounts Payable warrants that are released for payment from December 23, 2026, through December 30, 2026, will be available for pickup from DBAS on January 4, 2027, at 10:00 am.

Payroll cancellation runs are scheduled for December 7, 2026, and December 14, 2026. The last payroll cancellation run will be processed on December 28, 2026, and the cutoff for district submissions is **12:00 pm on December 23, 2026.** All payroll cancellations submitted to DBAS for processing by December 23, 2026, will be reflected in the employee pay history for calendar year 2026.

County Board of Education: Maimona Afzal Berta, Victoria Chon, Raeena Lari, Jorge Pacheco Jr, Don Rocha, Jessica Speiser, Tara Sreekrishnan

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 Week of 2026	12/22/2026 9 pm	12/23/2026 10 am	12/18/2026	12/11/2026 5 pm	12/17/2026 2 pm	December - End of Month Payroll
First Week of 2027	12/30/2026 9 pm	01/04/2027 10 am	01/08/2027	01/04/2027 5 pm	01/07/2027 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.

Wishing you and your families a wonderful holiday season from the DBAS Team!
Please distribute this memo within your District as deemed appropriate.