

EMPLOYEE CALENDAR DATES

*Applies to All Employees

The chart below reflects the starting and ending dates for district employees for the 2009-2010 school year. All positions are included by pay category. If there is a question regarding your pay category, please refer to the individual employee handbook or agreement. The number of days shown in parenthesis reflects the actual number of days worked per year for each employee group.

EMPLOYEE GROUP	2009 START DATE	2010 END DATE
260 Day Employees	7-01-09	6-30-10
Bus Drivers (Hourly)-Annual based on 179 days *	August 12	May 27
Secretary 1,2,3/Clerk 1 (205 workdays, 7 paid holidays)	July 27	June 9
Secretary 3/Clerk 3 (225 workdays, 7 paid holidays) ACHS	July 20	June 30
Paraprofessional (185 workdays, 7 paid holidays)	August 13	May 28
Paraprofessional (190 workdays, 7 paid holidays)	August 10	June 2
Attendance Liaison (195 workdays, 7 paid holidays) ACHS	August 3	June 4
Food Service (179 workdays, 7 paid holidays) *	August 12	May 27
Court Liaison (205 workdays, 7 paid holidays)	July 27	June 9
Campus Monitor (180 workdays, 7 paid holidays)	August 13	May 27
Returning Teachers (188 workdays)	August 10	May 28
New Teachers (up to 198 workdays) (There may be up to five additional days during the year)	August 3	May 28
Elementary Principal (208 workdays)	July 22	June 9
Middle School Principal (213 workdays)	July 20	June 14
Middle School Assistant Principal (208 workdays)	July 22	June 9
High School Principal (228 workdays)	July 15	June 30
High School Assistant Principal (220 workdays)	July 20	June 23

These dates may be adjusted on an individual basis as approved and documented by the immediate supervisor and division supervisor.

*Departments may vary on actual workdays during the year to meet the needs of that department. The department may develop a calendar specific to that department.

District Staff Days Off

Reason	12 Month Employees	9,10, and 11 Month Employees
Labor Day	September 7*	September 7*
Parent Conference Compensation Day	N/A	October 18 (1/2 day) & 21 (full day)
Veterans' Day	November 9*	November 9*
Thanksgiving	November 26* & 27*	November 25-26-27
**Winter Break	December 28-29-30	December 21 – January 1
Christmas (falls on a Friday)	December 24* & 25* & Dec.31	December 25*
New Years Day (falls on a Friday)	January 1*	January 1*
Martin Luther King Day	January 18*	January 18*
Parent Conference Compensation Day	N/A	Jan 29 (1/2 day) & Feb.1 (full day)
Presidents' Day	February 15*	February 15*
Spring Break	N/A	April 5 - 9
Memorial Day	May 31*	May 31*
Independence Day	July 3*	N/A

*Denotes Paid Holiday

**All district facilities will be closed December 24 – Jan. 1, 2010. Twelve-month and 260-day employees must use three days of accrued personal or vacation time or go without pay for December 28, 29 & 30.

NOTE: Employees under the Support and Technical Services Agreement, whose work year is less than 12 months, receive December 24, 2009 as a paid holiday in addition to the seven paid holidays identified for 9, 10, & 11 month employees in the table.