

EMPLOYEE WORK SCHEDULES

July 1, 2023 - June 30, 2024

Month	Total # of Week Days	250 DAY Custodial, Maintenance, Warehouse		245 DAY 12 Month Admin., Technicians, Admin Support.		225 DAY Selected Support Staff		205 DAY Selected Admin. & Admin Support		188 DAY Teachers		185 DAY Instructional Aides, HRTs, Selected Admin Support		180 DAY Food Service, Some Security Officers	
		OFF	WORK	OFF	WORK	OFF	WORK	OFF	WORK	OFF	WORK	OFF	WORK	OFF	WORK
Jul-23	21	7/4	20	7/4	20	7/3-7/31	0	7/3-7/31	0	7/3-7/31	0	7/3-7/31	0	7/3-7/31	0
Aug	23	NONE	23	NONE	23	NONE	23	8/1-8/4	19	8/1-8/22, 8/25	6	8/1-8/23, 8/25+	5	8/1-8/8, 8/11, 8/14-8/21, 8/25	9
Sept	21	9/4	20	9/4	20	9/4	20	9/4	20	9/4	20	9/4	20	9/4, 9/15	19
Oct	22	NONE	22	NONE	22	NONE	22	NONE	22	NONE	22	NONE	22	10/9	21
Nov	22	11/23-11/27	19	11/23-11/27	19	11/23-11/27	19	11/23-11/27	19	11/22 @-11/27	19	11/22 +-11/27	18	11/7, 11/20- 11/27	15
Dec	21	12/25	20	12/22-12/29	15	12/22-12/29	15	12/22-12/29	15	12/22-12/29	15	12/22-12/29	15	12/22-12/29	15
Jan-24	23	1/1	22	1/1	22	1/1	22	1/1	22	1/1, 1/2	21	1/1, 1/2	21	1/1, 1/2, 1/15	20
Feb	21	NONE	21	NONE	21	NONE	21	NONE	21	2/19	20	2/19	20	2/16, 2/19	19
Mar	21	3/29	20	3/29	20	3/29	20	3/29	20	3/28 @, 3/29	20	3/28, 3/29	19	3/8, 3/27-3/29	17
Apr	22	4/1	21	4/1	21	4/1	21	4/1	21	4/1-4/3	19	4/1-4/3	19	4/1-4/3	19
May	23	5/27	22	5/27	22	5/27	22	5/27	22	5/27	22	5/27	22	5/27	22
June	20	NONE	20	NONE	20	NONE	20	6/7-6/28	4	6/7-6/28	4	6/7-6/28	4	6/7-6/28	4
TOTAL DAYS	260	10	250	15	245	35	225	55	205	72	188 @	75	185	80	180
FIRST WORK DAY=		7/3		7/3		8/1		8/7		8/23		8/24		(8/9 & 8/10 = Training) 8/22	
LAST WORK DAY=		6/28		6/28		6/28		6/6		6/6		6/6		6/6	

* **Subject to change based upon Snow Make-up Dates**

11/22 @ and 3/28 @ are non working (comp) days for Teachers as a result of extra hours scheduled during Parent/Teacher conferences.

**180 Day Employee Schedules may vary up to 180 days or as necessary for inservice.

** Tax Office Employee Schedules may vary up to a maximum of 245 days

+ Healthroom Techs (HRTs) follow 185-Day Employee Schedule with the following exceptions: HRT Staff work 8/23/23; HRT Staff Off 11/21/23

**IF A SNOW MAKE-UP DAY IS UTILIZED ON 2/19, 4/3, 4/2 or 4/1: 245, 225, 205, 188, 185 and 180-DAY EMPLOYEES MAY BE REQUIRED TO WORK.

IF REQUIRED TO WORK, ANOTHER DAY MUST BE TAKEN AS A FLOATING HOLIDAY BEFORE JULY 1, 2024.

SUPERVISORY APPROVAL OF A FLOATING HOLIDAY IS REQUIRED PRIOR TO USE.

No Personal Days during last two weeks of school term for Professional & Support Staff: Last day for Personal Days is 5/23/24

Updated 7/12/2023

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7/4/23	Independence Day Observance	All Groups off
9/4/23	Labor Day	All Groups off
11/7/23	Election Day / No Students	180 Day Off
11/23/23	Thanksgiving Day	All Groups off
11/24/23	Friday After Thanksgiving	All Groups off
11/27/23	Monday After Thanksgiving	All Groups off
12/22/23	Winter Break	All Groups off Except 250 day
12/25/23	Winter Break	All Groups Off
12/26/23	Winter Break	All Groups off Except 250 day
12/27/23	Winter Break	All Groups off Except 250 day
12/28/23	Winter Break	All Groups off Except 250 day
12/29/23	Winter Break	All Groups off Except 250 day
1/1/24	Winter Break	All Groups Off
1/2/24	Winter Break	188, 185 & 180 Day Off
2/19/24	Presidents' Day	188, 185 & 180 Day Off
3/29/24	Spring Break	All Groups Off
4/1/24	Spring Break	All Groups Off
4/2/24	Spring Break	188, 185 & 180 Day Off
4/3/24	Spring Break	188, 185 & 180 Day Off
4/23/24	Election Day / No Students	No Groups Off
5/27/24	Memorial Day	All Groups Off
185 DAY EMPLOYEE INSERVICE SCHEDULE		
8/24/23	Building Meeting Day	185 Day Employees Attend
9/15/23	K-12 Professional Development Day	185 Day Employees Attend
10/9/23	Countywide Inservice Day	185 Day Employees Attend
11/7/23	Election Day / K-12 Professional Development Day	185 Day Employees Attend
11/20/23	K-12 Professional Development Day	185 Day Employees Attend
11/21/23	K-12 Parent/Teachers Conferences	185 Day Employees Attend
11/22/23	Teacher Comp. Day	185 Day Employees Off
1/15/24	K-12 Professional Development Day	185 Day Employees Attend
2/16/24	K-12 Professional Development Day	185 Day Employees Attend
3/8/24	K-12 Professional Development Day	185 Day Employees Attend
3/27/24	K-12 Parent/Teachers Conferences	185 Day Employees Attend
3/28/24	Teacher Comp. Day	185 Day Employees Off
4/23/24	Election Day / K-12 Professional Development Day	185 Day Employees Attend
6/6/24	Teacher Record Day	185 Day Employees Attend

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