

## District Employee Work Schedules 2018-2019

### 12 Months (245 days)

July 2, 2018 through June 28, 2019

*Principals, other Administrators, Secretaries*

**Days not worked during year:**

- Independence Day: July 4, 2018
- Labor Day: September 3, 2018
- Election Day: November 6, 2018
- Thanksgiving Break: November 21 – 23, 2018
- Winter Break: December 24 – January 4, 2019 (3<sup>rd</sup> & 4<sup>th</sup> required leave days – use either vacation, comp or personal leave)
- Martin Luther King Day: January 21, 2019
- President's Day: February 18, 2019
- Spring Break: April 15-19, 2019 (15<sup>th</sup> & 16<sup>th</sup> are required leave days -use either vacation, comp or personal leave)
- Memorial Day: May 27, 2019

### 11 Months (220 days)

July 16, 2018 through June 24, 2019

*Assistant Principals, Bus Supervisors, Administrators*

**Days not worked during year:**

- Labor Day: September 3, 2018
- Election Day: November 6, 2018
- Thanksgiving Break: November 21 - 23, 2018
- Winter Break: December 24 - January 4, 2019
- Martin Luther King Day: January 21, 2019
- President's Day: February 18, 2019
- Spring Break: April 15 - 19, 2019
- Memorial Day: May 27, 2019

- Snow Make up: 1 – April 22 / 2 - March 25 / 3 – March 22

### 10 ½ Months (210 days)

July 30, 2018 through June 24, 2019

*HS Asst. Principals, Bus Supervisors, Administrators*

**Days not worked during year:**

- Labor Day: September 3, 2018
- Election Day: November 6, 2018
- Thanksgiving Break: November 21 - 23, 2018
- Winter Break: December 24 - January 4, 2019
- Martin Luther King Day: January 21, 2019
- President's Day: February 18, 2019
- Spring Break: April 15 - 19, 2019
- Memorial Day: May 27, 2019
- Snow Make up: 1 – April 22 / 2 - March 25 / 3 – March 22

### 10 ¼ Months (205 days)

August 6, 2018 through June 24, 2019

*Middle School Assistant Principals*

**Days not worked during year:**

- Labor Day: September 3, 2018
- Election Day: November 6, 2018
- Thanksgiving Break: November 21 - 23, 2018
- Winter Break: December 24 - January 4, 2019
- Martin Luther King Day: January 21, 2019
- President's Day: February 18, 2019
- Spring Break: April 15 - 19, 2019
- Memorial Day: May 27, 2019
- Snow Make up: 1 – April 22 / 2 - March 25 / 3 – March 22

## 10 Months (200 days)

August 6, 2018 through June 17, 2019

*Clerks, Elementary Assistant Principals*

### Days not worked during year:

- Labor Day: September 3, 2018
- Election Day: November 6, 2018
- Thanksgiving Break: November 21 - 23, 2018
- Winter Break: December 24 - January 4, 2019
- Martin Luther King Day: January 21, 2019
- President's Day: February 18, 2019
- Spring Break: April 15 - 19, 2019
- Memorial Day: May 27, 2019
- Snow Make up: 1 – April 22 / 2 - March 25 / 3 – March 22

## 9 ¼ (185 days)

August 13, 2018 through June 5, 2019

*Para pros, Library & Guidance Clerks, Nurses*

### Days not worked during year:

- Labor Day: September 3, 2018
- Election Day: November 6, 2018
- Thanksgiving Break: November 21 - 23, 2018
- Winter Break: December 24 - January 4, 2019
- Martin Luther King Day: January 21, 2019
- President's Day: February 18, 2019
- Spring Break: April 15 - 19, 2019
- Memorial Day: May 27, 2019
- Snow Make up: 1 – April 22 / 2 - March 25 / 3 – March 22
- Prof. Development: October 22, 2018, November 5, 2018

## 9 ½ Months (190 days)

August 13, 2018 through June 10, 2019

*Teachers, Media Specialists, etc.*

### Days not worked during year:

- Labor Day: September 3, 2018
- Election Day: November 6, 2018
- Thanksgiving Break: November 21 - 23, 2018
- Winter Break: December 24 - January 4, 2019
- Martin Luther King Day: January 21, 2019
- President's Day: February 18, 2019
- Spring Break: April 15 - 19, 2019
- Memorial Day: May 27, 2019
- Snow Make up: 1 – April 22 / 2 - March 25 / 3 – March 2

## NOTES:

**Food Service** - Area managers will contact Food Service Managers and Operators to notify them of the dates they are to begin and cease operations for the 2018-2019 school year.

**Bus Drivers** - Bus drivers will receive notification from the Bus Center Managers of the dates they are to begin and cease operations for the 2018-2019 school year.

**Athletic Directors and Fall Sports Coaches** - Fall coaches and Athletic Directors begin their duties on July 23, 2018.

**Security Monitors** - The following are paid holidays for this work group: Martin Luther King Jr. Day (January 21), President's Day (February 18), Spring Break (April 15-16), Memorial Day (May 27), Independence Day (July 4), Labor Day (September 3), Thanksgiving (November 22 - 23), Winter Break (December 24- 25, January 1)