

District Employee Work Schedules 2023-2024

12 Months (245 days)

July 1, 2023 through June 30, 2024

Principals, other Administrators, Secretaries, etc.

Days not worked during year:

- July 4, 2023
- Labor Day: September 4, 2023
- Thanksgiving Break: November 22 – 24, 2023
- Winter Break: December 20, 2023 – January 2, 2024 (Dec. 28 & 29 are required leave days, use either vacation, comp time or personal leave)
- Martin Luther King Day: January 15, 2024
- President's Day: February 19, 2024
- Spring Break: March 18-22, 2024 (March 18 is a required leave day)
- Memorial Day: May 27, 2024

10 ½ Months (210 days)

July 17, 2023 through June 6, 2024

MS Asst. Principal, Administrators, etc.

Days not worked during year:

- Labor Day: September 4, 2023
- Thanksgiving Break: November 22 – 24, 2023
- Winter Break: December 20, 2023 – January 2, 2024
- Martin Luther King Day: January 15, 2024
- President's Day: February 19, 2024
- Spring Break: March 18-22, 2024
- PD/Exchange Days: #1 – Oct. 13, #2 – March 15 (certified employees on a teaching contract only, other 210 day employees are scheduled to work)
- Memorial Day: May 27, 2024
- No School: March 29, April 19

11 Months (220 days)

July 10, 2023 through June 13, 2024

HS Assistant Principals, Bus Supervisors, Administrators, etc

Days not worked during year:

- Labor Day: September 4, 2023
- Thanksgiving Break: November 22 – 24, 2023
- Winter Break: December 20, 2023 – January 2, 2024
- Martin Luther King Day: January 15, 2024
- President's Day: February 19, 2024
- Spring Break: March 18-22, 2024
- PD/Exchange Days: #1 – Oct. 13, #2 – March 15 (certified employees on a teaching contract only, other 220 day employees are scheduled to work)
- Memorial Day: May 27, 2024
- No School: March 29, April 19

10 ¼ Months (205 days)

July 24, 2023 through June 6, 2024

Elementary School Assistant Principals, etc.

Days not worked during year:

- Labor Day: September 4, 2023
- Thanksgiving Break: November 22 – 24, 2023
- Winter Break: December 20, 2023 – January 2, 2024
- Martin Luther King Day: January 15, 2024
- President's Day: February 19, 2024
- Spring Break: March 18-22, 2024
- PD/Exchange Days: #1 – Oct. 13, #2 – March 15 (certified employees on a teaching contract only, other 205 day employees are scheduled to work)
- Memorial Day: May 27, 2024
- No School: March 29, April 19

10 Months (200 days)

July 24, 2023 through May 30, 2024

Clerks, etc.

Days not worked during year:

- Labor Day: September 4, 2023
- Thanksgiving Break: November 22 – 24, 2023
- Winter Break: December 20, 2023 – January 2, 2024
- Martin Luther King Day: January 15, 2024
- President's Day: February 19, 2024
- Spring Break: March 18-22, 2024
- PD/Exchange Days: #1 – Oct. 13, #2 – March 15 (certified employees on a teaching contract only, other 200 day employees are scheduled to work)
- Memorial Day: May 27, 2024
- No School: March 29, April 19

9 ¼ (185 days)

August 1, 2023 through May 22, 2024

Para pros, Library & Guidance Clerks, etc.

Days not worked during year:

- Labor Day: September 4, 2023
- Thanksgiving Break: November 22 – 24, 2023
- Winter Break: December 20, 2023 – January 2, 2024 (Jan. 3 not worked)
- Martin Luther King Day: January 15, 2024
- President's Day: February 19, 2024
- Spring Break: March 18-22, 2024
- Memorial Day: May 27, 2024 (Work schedule ends May 22)
- PD Days not worked (for 185 day employees): October 12, October 13, January 3, March 15, May 23-(Work schedule ends May 22)
- No School: March 29, April 19

9 ½ Months (190 days)

August 1, 2023 through May 23, 2024

Teachers, Media Specialists, Nurses, etc.

Days not worked during year:

- Labor Day: September 4, 2023
- Thanksgiving Break: November 22 – 24, 2023
- Winter Break: December 20, 2023 – January 2, 2024
- Martin Luther King Day: January 15, 2024
- President's Day: February 19, 2024
- Spring Break: March 18-22, 2024
- PD/Exchange Days: #1 – Oct. 13, #2 – March 15 (certified employees on a teaching contract only, other 190 day employees are scheduled to work)
- No School: March 29, April 19

NOTES:

*******NO STUDENTS BUT EMPLOYEE WORK DAYS******

- August 1-4, August 7
- October 12, October 13, Jan. 3, March 15, May 23 (185 day employees not scheduled to work)

No School Days – March 29, April 19 (Only 245 day employees are scheduled to work these days at all locations.)

PD/Exchange Days: (10/13, 3/15) are for certified employees on a teaching contract. Where listed on this document, these dates only apply to those certified employees. All other employees in those work groups are scheduled to work.

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 2023-2024 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 2023-2024 school year.

Athletic Directors – begin their duties on July 24, 2023 **and Fall Sports Coaches** - begin their duties on July 29, 2023.

Security Monitors - The following are paid holidays for this work group: Martin Luther King Jr. Day (January 15), President's Day (February 19), Spring Break (March 18-19), Easter (March 31) Memorial Day (May 27), Independence Day (July 4), Labor Day (September 4), Thanksgiving (November 23-24), Winter Break (December 24- 25, January 1)