

San Antonio Independent School District Payroll Manual



School year 2018-2019

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

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San Antonio Independent School District

141 Lavaca Street ! San Antonio, Texas 78210-1095

Telephone (210) 554-8552 Fax (210) 299-5639

Financial Services

TO: Superintendents Cabinet, Department Heads and Principals

FROM: Diane Smith, Director Payroll/Disbursements

VIA: Larry A. Garza, Associate Superintendent Financial/
Business Services

SUBJECT: *Payroll Procedures for the 2018-2019 School Year*

DATE: October 26, 2018

BOARD OF EDUCATION

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Member

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Member

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Member

PEDRO MARTINEZ
Superintendent

Attached is the 2018-2019 Payroll Manual. Please review with staff and implement updated procedures for the 2018-2019 School Year.

As a reminder all questions regarding salaries, absences and leave balances must be directed to the Principal or Department Head. The Principal or Department Head should refer unanswered questions to the proper department for resolution.

Payroll Location

The Payroll Department is located at:

141 Lavaca St., San Antonio TX 78210 (Mailing Address)

620 Matagorda St., San Antonio TX 78210 (Physical Address)

Payroll Staff & Contact Information

For General information the Payroll Department can be reached at 210 554-8550. If you have specific information requirements you can contact a member of the Payroll Staff at:

Ronnie Coronado	Biweekly Payroll	210-554-8568
Melody Zuniga	Biweekly Payroll	210-554-8553
Marisela Aleman	Monthly Payroll	210-554-8563
Rose Garcia	Monthly Payroll	210-554-8562

Christina Gonzales	Novatime	210-554-8566
Angie Gutierrez	Insurance, TRS	210 554-8567
Rosemary Dittmar	Payroll Supervisor	210 554-8576
Linnci Angle	Assistant Director	210 554-8552
Diane Smith	Director Payroll/Disbursements	210 554-8552
Leticia Olvera	Distribution	210 554-8552

Pay Dates for 2018-2019 School Year

Monthly:

08/22/18	03/27/19
09/26/18	04/24/19
10/24/18	05/22/19
11/16/18	06/26/19
12/21/18	07/24/19
01/23/19	08/28/19
02/27/19	09/25/19

Biweekly:

07/27/18	12/14/18	05/03/19
08/10/18	12/28/18	05/17/19
08/24/18	01/11/19	05/31/19
09/07/18	01/25/19	06/14/19
09/20/18	02/08/19	06/28/19
10/05/18	02/22/19	07/12/19
10/19/18	03/08/19	07/26/19
11/02/18	03/22/19	08/09/19
11/16/18	04/05/19	08/23/19
11/30/18	04/18/19	

Administrative Procedures

Questions regarding Pay Dates, Time and Attendance, Distribution of Payroll, Leave, Supplemental Pay and Overtime can be answered in the Districts Administrative Procedures as Follows:

- C1 – Pay Dates and Distribution of Payroll Checks
- C3 Supplemental and Overtime Pay
- C3B Form Extra Duty Pay Agreement
- C3C Form for Extended Hours
- D7 Employee Absences, Leave and Tardies

BI-WEEKLY PAYROLL

A. Time Reports

Biweekly Employees who have not been converted to the New Time and Attendance System (NOVAtime) will continue to use the Bi-Weekly Payroll Time Reports to sign-in and sign-out on a daily basis. If an employee is absent, the type of leave to be used should be entered in hours for that day on the Bi-weekly Time Report. Employee's signature should be obtained if the employee is available to sign when the Bi-weekly Payroll Time Report is submitted to the Payroll Office.

B. NOVAtime

The San Antonio ISD is implementing an electronic time and attendance system called NOVAtime. NOVAtime is an electronic time tracking system that allows the District to accurately record, track and report employee information. The system allows employees to monitor and keep track of their time and enables the District to accurately process employees time worked and leave taken.

All District Employees are required to have an assigned ID Badge and an Employee ID Number that is to be used for identification purposes throughout the District. Employees using a time clock to record hours worked will need their ID Badge to clock in as well as to view time worked and leave taken.

Time Clocks will be located throughout the District. Employees will need to check with their Supervisor for assigned clock location.

All non-Exempt (hourly) employees must clock in (sign in) and clock out (sign out) at the start of their assigned shift, during lunch breaks and at the end of their assigned shift. All non-exempt employees are entitled and expected to take a duty free lunch and the lunch should be a minimum of 30 minutes in length. Exceptions to an assigned lunch period will need to be approved by each employee's supervisor.

Exempt employee's must clock in and clock out at the start of their assigned shift and at the end of their assigned shift.

Employees who fail to clock in or clock out will be required to complete a missed punch form and submit it to their assigned supervisor for approval. (See attached Form on page 83) The Supervisor is then required to manually edit the employee's Timesheet in NovaTime.

Employees who are eligible for District Holidays will have those days systematically entered into the NOVAtime system by the Finance Department. The exception to this will be the mandatory 4th of July week. Only the actual 4th of July Holiday will be entered. District staff will need to submit leave for the remaining 4 days.

For information on computing overtime pay, refer to Administrative Procedures as outlined in, Section C. - Business and Support Services No. 3 Overtime Pay.

It is of utmost importance that strict adherence be maintained in complying with the Bi-Weekly Payroll Time Report due date. Specific dates for each Bi-Weekly Payroll are provided in the Payroll Manual (See attached schedule on pages (51-62)).

As a reminder Leave for Bi Weekly employees is recorded in hours. (see pg. 69 Computation of Accumulated Leave)

MONTHLY PAYROLL

- C. **THE MONTHLY PAYROLL REPORTING SCHEDULE** must be followed for reporting absences, substitutes, and hours worked. The dates listed must be met in order for the Payroll Department to meet payday deadlines. (See the attached schedules on pages 51-56)
- D. **WEEKLY PAYROLL REPORT:** The Weekly Payroll Report must be prepared on Friday of each week and put in the "pony" or (**walked into the Payroll Office when required**) so that it will be received by the Payroll Department on the following Monday. This report will list any absences, substitutes, new employees, transfers in or out, and any deletions for each week. Employees with prior year leave will be allowed to use prior year leave on the first scheduled work day of the school year. (reference Administrative Procedure D7)

Below are some important things to remember in preparing the Weekly Payroll Report.

1. An Employee ID number is required for all personnel and substitutes. The accuracy of this number is very important due to the fact that it is an employee's identifying number in the payroll department's data base.
2. If an employee was not previously submitted on the Weekly Payroll Report, then **a new Supplemental** Weekly Payroll Report should be turned in immediately to report that employee absence only. Do not duplicate a prior submission.
3. In some instances, in the past, terminating employees have not been reported on the Weekly Payroll Report during the week in which they terminated. **Any change in personnel must be reported on the Weekly Payroll Report during the week in which it occurred; otherwise erroneous checks may be prepared.**
4. If you have Weeklies that have Substitutes that are being paid out of Federal/Grant Funds that require the Federal Programs Department approval, they will need to be prepared on the **Green Weekly Form** and submitted to Federal Programs for proper review and approval prior to submitting to the Payroll Office. It is important that the Weekly and any required documentation are submitted per the scheduled due date in order to ensure all Substitutes are paid on time.

E. **NOVAtime**

The San Antonio ISD is implementing an electronic time and attendance system called NOVAtime, which is an electronic time tracking system that allows the District to accurately record, track and report employee information. The system allows employees to monitor and keep track of their time and enables the District to accurately process employees time worked and leave taken.

All District Employees are required to have an assigned ID Badge and an Employee ID Number that is to be used for identification purposes throughout the District. Employees using a time clock to record hours worked will need their ID Badge to clock in as well as to view time worked and leave taken.

Time Clocks will be located throughout the District. Employees will need to check with their Supervisor for assigned clock location.

All non-Exempt (hourly) employees must clock in (sign in) and clock out (sign out) at the start of their assigned shift, during lunch breaks and at the end of their assigned shift. All non-exempt employees are entitled and expected to take a duty free lunch and the lunch should be a minimum of 30 minutes in length. Exceptions to an assigned lunch period will need to be approved by each employee's supervisor.

Exempt employee's must clock in and clock out at the start of their assigned shift and at the end of their assigned shift.

Employees who fail to clock in or clock out will be required to complete a missed punch form and submit it to their assigned supervisor for approval. (See attached Form on page 83) The Supervisor is then required to manually edit the employee's Timesheet in NOVAtime.

Employees who are eligible for District Holidays will have those days systematically entered into the NOVAtime system by the Finance Department. The exception to this will be the mandatory 4th of July week. For those monthly employees on duty only the actual 4th of July Holiday will be entered. District staff will need to submit leave for the remaining 4 days.

Supplemental/Overtime Pay

All Supplemental (Extra Duty and Overtime) must have prior approval from supervisor. All approved overtime will be calculated in accordance with the FLSA requirements. (refer to Administrative Procedure C3)

The following procedures will need to be followed when submitting an employee for additional hours worked on a Report of Supplemental Pay Form:

- Funds must be available prior to approving additional time
- Campus/Departments should have on file signed copies of Forms C3B and C3C.
- All forms require employee ID#, name, dates worked, description of work completed and budget code to be charged

- Name and contact number of person preparing Supplemental form must be included
- Supervisors signature, **printed name** and date must be included
- If using Federal/Grant funds that require the Federal Programs Department approval a **Green Report of Supplemental Pay Form** must be used and should be processed according to the guidelines listed on the Federal Programs Department website at: <http://www.saisd.net/dept/federalprograms/>
- **The Green Report of Supplemental Pay Forms** will need to be sent to Federal Programs for review and approval prior to sending to the Payroll Office. Please ensure

they are sent in a timely manner in order to meet the posted Payroll deadlines (see attached schedules on pages **51-62**).

- Reminder, Extra Duty (Supplemental Pay) should be processed for payment according to the dates posted on the Monthly Payroll Schedules on pages **51-62**. Payment should not be delayed or held for payment at a later date without prior approval.

When submitting hours for Part Time employees on a Report of Supplemental Pay Form, please follow the procedures above. Always check payroll due dates in order to ensure part time staff are paid in a timely manner.

GENERAL INFORMATION

- F. A CHECK REGISTER** will accompany the checks on payday. Please review the Check Register very carefully and verify that each person listed is due the paycheck issued. At the same time, the Principal or Department Head should verify that these employees were on duty every day during the covered period, **except** for any sick days, or other days of absence up to the date of transfer or termination indicated on the Weekly Payroll Report.
- G. REQUEST FOR CHANGE OF CODE FOR EMPLOYEE ABSENCE**: Requests for changes to the type of leave previously reported on the Weekly Payroll Report must be completed and approved by the Principal or Department Head. Approval by the appropriate Executive Director, Senior Executive Director, Assistant Superintendent or Associate Superintendent is required before any action is taken to change an employee's payroll record. Requests must be made within **60 days** of the date of absence to be considered. Absence refunds that result from an approved change will be processed for the **next scheduled pay date** in accordance with the published cutoff dates in this manual.
- H. LEAVE STATUS REPORT**: A copy is sent to each school and department on each pay date. This report shows each employee's leave balances from the prior period, leave taken during the pay period, current leave balance, and the total leave used for the school year. Refer to this report to answer employee questions regarding their leave balances. **It should be noted that employee leave balances are also reflected on each employee's pay stub and can be accessed electronically through "Employee Access"**.

If any employee resigns prior to the end of their contract or notice of appointment, their leave records will be prorated and the leave record reduced by the used but unearned sick leave days, which could result in a payroll salary adjustment. This adjustment will be made on the employee's final check.

- I. DIRECT DEPOSIT OF PAYROLL CHECKS**: All employees of the District are eligible to have their payroll checks deposited to their account at their financial institution. (See the updated attached application form for this service on Page **77-78**).

Paychecks will **normally** reach the various financial institutions for deposit the night before a scheduled pay date. Currently each employee using this service receives an earnings statement (voided check) on payday. Paycheck stubs can also be accessed electronically through "Employee Access" (Instructions included on Page **81-82**)

J. DISTRIBUTION OF PAYCHECKS: Any questions regarding the distribution of paychecks should be directed to the Payroll Check Distribution Clerk at 554-8552. **If you erroneously receive a paycheck for an employee not located at your campus/department, for an employee who is no longer assigned to your Campus/department, or for an employee out on approved leave such as worker's compensation, medical leave, administrative leave, etc., return the check along with the check register to the Payroll Distribution Clerk in Payroll Department immediately.**

Do not mail, hold, or forward any checks.

K. DISBURSEMENT OF CHECKS FOR EMPLOYEES TERMINATING: Employees on the Direct to Bank Deposit Program, who resign, retire, are terminated, or go on any type of leave, whose final payroll check does not require any adjustment to leave balances/salary will remain on the Direct to Bank Program. If the Payroll Department is unable to leave a separating employee on the Direct to Bank Program their last check will be mailed to them through the U.S. Mail using the current address on file in the Payroll system.

L. ANY ERRORS ON PAYCHECKS are to be reported by the Principal or Department Head to the Payroll Department for correction. If the check itself is in error, return the payroll check **with the Check Register immediately,** to the Payroll Department.

M. PAYROLL PROCEDURES FOR HIRING PART-TIME/TEMPORARY EMPLOYEES: All part-time employees are hired through the Personnel Department.



San Antonio Independent School District

2018 - 2019 Instructional Calendar

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6-10 - Staff Development,
Convocation, Two Teacher Workdays
13 - First Day of School / Start of 1st Semester

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Holiday - Labor Day
21 - Student Holiday / Staff Development

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8 - Holiday - Columbus Day / Indigenous People Day
12 - End of 1st Nine Weeks
15 - Student Holiday/Staff Development/
Teacher Professional Time
16 - Start of 2nd Nine Weeks

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19-23 - Holiday - Thanksgiving Break

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 - End of 2nd Nine Weeks / End of 1st Semester
24-31 - Holiday - Winter Break

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-4 - Holiday - Winter Break
7 - Student Holiday/Staff Development/
Teacher Professional Time
8 - Start of 3rd Nine Weeks/Start of 2nd Semester
21 - Holiday - Martin Luther King Jr. Day

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - Holiday - Presidents' Day / Bad Weather
Makeup Day

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8 - End of 3rd 9 Weeks, Early Release, Staff Development,
Teacher Professional Time
11-15 - Holiday - Spring Break
18 - Start of 4th Nine Weeks

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Holiday - Memorial Day
29 - Last Day of School/End of 2nd Semester
30 - Teacher Workday/ Bad Weather Makeup Day

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

450 minutes per day @ 7.5 hours
Calendar includes at least 75,600 minutes of instruction.
Total = 76,245 minutes

Legend

	Holiday
	Teacher Workday
	Student Holiday / Staff Dev. / Teacher Prof. Time
	Student Holiday / Staff Professional Development
	Begin/End Grading Period
	Bad Weather Makeup Day
	Student Early Release Day / Staff Development

9 Weeks: 1st = 42 2nd = 44 3rd = 42 4th = 50

178 Student Days 187 Teacher Days

182 Workday Calendar
FS COOKS/PORTERS
(FOR PAYROLL USE ONLY)
2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						18

8 - Reporting date
 6 thru 9 - Grocery Day (1day)
 8 - District All Employee Meeting (1day)
 10 - Clean Up Day (1day)

 Pay Date


NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						17

19 - 23 Holiday - Thanksgiving Break

 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo =						19

18 - Holiday - President's Day/Bad Weather
 Makeup Day

 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						21

27 - Holiday - Memorial Day
 30 - Uniform Fitting/Last Workday

 Pay Date

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						18

3 - Holiday - Labor Day
 21 - Day Off/Student Holiday

 Pay Date

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Work Days per Mo =					15

24 - 31 - Holiday - Winter Break

 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						21

8 - Holiday - Columbus Day
 15 - Day Off/Student Holiday

 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						17

1 - 4 - Holiday - Winter Break

7 - Day Off /Student Holiday

21 - Holiday - MLK DAY



APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo =						20

19 - Holiday - Easter Break

26 - Holiday - Battle of Flowers

 Pay Date

183 Workday Calendar

PARENT & FAM SUPPORT/CLERKS/INSTRUCTIONAL ASSISTANTS

HS & MS ATTENDANCE CLERKS

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 20						

6 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 18					

3 - Holiday - Labor Day
21 - Student / Paraprofessional Holiday
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 21						

8 - Holiday - Columbus Day
15 - Student/Paraprofessional Holiday
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 17						

1 - 4 - Holiday - Winter Break
7 - Student/Paraprofessional Holiday
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						


19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 20						


27 - Holiday - Memorial Day
29 - Last Workday
 Pay Date

183 Workday Calendar
BUS DRIVERS / BUS ASSTS / BUS MONITORS
2018 - 2019 School Year


AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 19						

7 - Reporting date
 13 - First Day of School
 Pay Date


SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 18					

3 - Holiday - Labor Day
 21 - Day Off/Student Holiday
 Pay Date


OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 21						

8 - Holiday - Columbus Day
 15 - Day Off /Student Holiday
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date


DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date


JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 17						

1 - 4 - Holiday - Winter Break
 7 - Day Off / Student Holiday
 21 - Holiday - MLK DAY
 Pay Date


FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date


MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 21						

27 - Holiday - Memorial Day
 30 - Last Workday
 Pay Date

185 Workday Calendar

FS Manager / Interns / Asst FS Managers (FOR PAYROLL USE ONLY)

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						20

2 and 3 - Manager Training (2days)
 6 - Reporting date
 6 thru 9 - Grocery Day (1day)
 8 - District All Employee Meeting (1day)
 10 - Clean Up Day (1day)
 Pay Date

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						18

3 - Holiday - Labor Day
 21 - Day Off/Student Holiday
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						21

8 - Holiday - Columbus Day
 15 - Day Off/Student Holiday
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						17

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Work Days per Mo =					15

24 - 31- Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						17

1 - 4 - Holiday - Winter Break
 7 - Day Off Student Holiday
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo =						19

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	Work Days per Mo =						16

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo =						20

19 - Holiday - Easter Break
 26- Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						22

27 - Holiday - Memorial Day
 31 -Uniform Fitting/Last Workday
 Pay Date

187 Workday Calendar

**TEACHERS/NURSES/SOCIAL WORKERS/SPEECH LANG PATH/ASST SLP
LVN'S/MENTAL HEALTH ASST'S/CENTRAL OFFICE CLERKS**

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						20

6 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						19

3 - Holiday - Labor Day
21 - Student/Paraprofessional Holiday
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						22

8 - Holiday - Columbus Day
15 - Student/Paraprofessional Holiday
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						17

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Work Days per Mo =					15

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						18

1 - 4 - Holiday - Winter Break
7 - Student/Paraprofessional Holiday
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo =						19

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	Work Days per Mo =						16

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo =						20

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						21

27 - Holiday - Memorial Day
30 - Last Workday
 Pay Date

188 Workday Calendar

ELEMENTARY SCHOOL COUNSELORS/ HIGH SCHOOL BOOKKEEPERS

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						21

3 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						19

3 - Holiday - Labor Day
21 - Student Holiday / Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						22

8 - Holiday - Columbus Day
15 - Student Holiday / Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						17

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Work Days per Mo =					15

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						18

1 - 4 - Holiday - Winter Break
7 - Student Holiday / Staff Development
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo =						19

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	Work Days per Mo =						16

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo =						20

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						21

27 - Holiday - Memorial Day
30 - Last Workday
 Pay Date

188 Workday Calendar

HIGH SCHOOL BOOKEEPERS

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						21

3 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						19

3 - Holiday - Labor Day
21 - Student Holiday
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						22

8 - Holiday - Columbus Day
15 - Student Holiday
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						17

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Work Days per Mo =					15

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						18

1 - 4 - Holiday - Winter Break
7 - Student Holiday
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo =						19

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	Work Days per Mo =						16

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo =						20

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						21

27 - Holiday - Memorial Day
30 - Last Workday
 Pay Date

190 Workday Calendar
MIDDLE SCHOOL COUNSELORS
and ELEMENTARY ACADEMY COUNSELORS
2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						22

2 - Reporting date
 13 - First Day of School

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						19

3 - Holiday - Labor Day
 21 - Student Holiday / Staff Development

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						22

8 - Holiday - Columbus Day
 15 - Student Holiday / Staff Development

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						17

19 - 23 Holiday - Thanksgiving Break

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Work Days per Mo =					15

24 - 31- Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						18

1 - 4 - Holiday - Winter Break
 7 - Student Holiday / Staff Development
 21 - Holiday - MLK DAY

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo =						19

18 - Holiday - President's Day/Bad Weather Makeup Day

MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	Work Days per Mo =						16

11 - 15 Holiday - Spring Break

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo =						20

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						22

27 - Holiday - Memorial Day
 31 - Last Workday

192 Workday Calendar

CAREER & TECH TEACHERS

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

2 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
21 - Student Holiday / Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
15 - Student Holiday / Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
7 - Student Holiday / Staff Development
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 2					

4 - Last Workday
 Pay Date

193 Workday Calendar

TEXTBOOK CLERKS

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 20						

6 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
21 - Student Holiday / Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
15 - Student Holiday / Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
7 - Student Holiday / Staff Development
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 5					

7 - Last Workday
 Pay Date

193 Workday Calendar

OCCUPATIONAL THERAPIST / INSTR ASST VOC AG / LIBRARY ASSISTANTS

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						22

2 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						19

3 - Holiday - Labor Day
21 - Student Holiday / Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						22

8 - Holiday - Columbus Day
15 - Student Holiday / Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						17

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Work Days per Mo =					15

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						18

1 - 4 - Holiday - Winter Break
7 - Student Holiday / Staff Development
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo =						19

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	Work Days per Mo =						16

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo =						20

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						22

27 - Holiday - Memorial Day
 Pay Date

JUNE							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						3

5 - Last Workday
 Pay Date

194 Workday Calendar Librarians

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

2 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
21 - Student Holiday / Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
15 - Student Holiday / Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
7 - Student Holiday / Staff Development
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 4					

6 - Last Workday
 Pay Date

197 Workday Calendar

Implementation Spec / Behavior ImplementationSpec

Tchr-Sp Ed Transition Specialist

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				1

31 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 23						

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 5					

7 - Last Workday
 Pay Date

197 Workday Calendar

ROTC/LOTC

(Hired as of 1/01/15)

2018 - 2019 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 20						

6 - Reporting date
13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
21 - Student Holiday
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
15 - Student Holiday
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
7 - Student Holiday
21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 9					

13 - Last Workday
 Pay Date

198 Workday Calendar
ELEMENTARY & MIDDLE SCHOOL ASSISTANT PRINCIPALS

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				7

23 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 23						

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 31 - Last Workday
 Pay Date

198 Workday Calendar HIGH SCHOOL COUNSELOR

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				2

30 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 - Last Workday
 Pay Date

202 Workday Calendar

Physical Therapists; Ed Diag; LSSP

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				2

30 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

13 - Last Workday
 Pay Date

202 Workday Calendar Social Worker

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				7

23 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 23						

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 4					

6 - Last Workday
 Pay Date

202 Workday Calendar Relay Residents

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				12

16 - Reporting Date
 PayDate

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Holiday - Memorial Day
 30 - Last Workday
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 Pay Date

203 Workday Calendar PRINCIPAL FELLOWS

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				7

23 - Reporting Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 23						

13 - First Day of School

Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day

22 - Student Holiday/Staff Development

Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day

15 - Student Holiday/Staff Development

Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break

Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break

Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break

7 - Student Holiday/Staff Development

21 - Holiday - MLK DAY

Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather Makeup Day

Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break

Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break

26 - Holiday - Battle of Flowers

Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day

31 - Last Workday

Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 5					

7 - Last Workday

Pay Date

207 Workday Calendar Consulting Teachers

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				7

23 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 23						

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 9					

13 - Last Workday
 Pay Date

210 Workday Calendar

**Central Office Professionals /Paraprofessionals
High School Asst Principals
2018 - 2019 School Year**

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				9

19 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 23						

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 10					

14 - Last Workday
 Pay Date

215 Workday Calendar College Bound Advisor, ROTC/LOTC Teachers

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				4

26 - Reporting Date
4 - Holiday - Fourth of July
2-6 District Closure
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 - Holiday - Columbus Day
15 - Student Holiday/Staff Development
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - 4 - Holiday - Winter Break
7 - Student Holiday/Staff Development
21 - Holiday - MLK DAY
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - Holiday - Easter Break
26 - Holiday - Battle of Flowers
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 - First Day of School
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 - 23 Holiday - Thanksgiving Break
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - Holiday - President's Day/Bad Weather
Makeup Day
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Holiday - Memorial Day
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Holiday - Labor Day
22 - Student Holiday/Staff Development
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - 31 - Holiday - Winter Break
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - 15 Holiday - Spring Break
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

28 - Last Workday
 Pay Date

215 Workday Calendar Lead Counselor

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				7

23 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 23						

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 17					

25 - Last Workday
 Pay Date

215 Workday Calendar

SECRETARIES (MS & ELEM) / ASSOCIATE PRINCIPALS / DATA CLERKS (HS/MS/ELEM) CENTRAL OFFICE PROFESSIONAL & PARAPROFESSIONALS 2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				14

12 - Reporting Date
 Pay Date

AUGUST							
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
			Work Days per Mo = 23				

13 - First Day of School
 Pay Date

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							
			Work Days per Mo = 19				

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
			Work Days per Mo = 22				

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		
			Work Days per Mo = 17				

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						
			Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY							
SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
			Work Days per Mo = 18				

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			
			Work Days per Mo = 19				

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
			Work Days per Mo = 16				

11 - 15 Holiday - Spring Break
 Pay Date

APRIL							
SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					
			Work Days per Mo = 20				

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY							
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
			Work Days per Mo = 22				

27 - Holiday - Memorial Day
 Pay Date

JUNE							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							
			Work Days per Mo = 10				

14 - Last Workday
 Pay Date

220 Workday Calendar

PRINCIPAL'S ELEMENTARY, MIDDLE AND ACADEMY SCHOOLS CAMPUS AND CENTRAL OFFICE PROFESSIONAL EMPLOYEE

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				14

12 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 23						

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 19					

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 17						

19 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Work Days per Mo = 15				

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 18						

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo = 19						

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 16					

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo = 20						

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo = 22						

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Work Days per Mo = 15					

21 - Last Workday
 Pay Date

225 Workday Calendar High School Career & Tech Teachers

2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				17

9 - Reporting Date
 Pay Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 - First Day of School
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 - 23 Holiday - Thanksgiving Break

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - 31 - Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - 15 Holiday - Spring Break
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Holiday - Memorial Day
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

25 - Last Workday
 Pay Date

230 Workday Calendar
HS PRINCIPALS; HS AG TCHRS; ROTC INSTRUCTORS
HS SECRETARIES & REGISTRARS
CENTRAL OFFICE PROFESSIONAL & PARAPROFESSIONALS
2018 - 2019 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

2 - Reporting Date
 4 - Holiday - Fourth of July
 2-6 District Closure
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 - Holiday - Columbus Day
 15 - Student Holiday/Staff Development
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - 4 - Holiday - Winter Break
 7 - Student Holiday/Staff Development
 21 - Holiday - MLK DAY
 Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

232 Possible Workdays
 -2 Non-Paid Non Duty Days
 230 Total Paid Workdays

***Summer 2019: July 1 - 5 Fourth of July Break (Offices Closed)**

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 - First Day of School
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 - 23 Holiday - Thanksgiving Break
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - Holiday - President's Day/Bad Weather
 Makeup Day
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Holiday - Memorial Day
 Pay Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Holiday - Labor Day
 22 - Student Holiday/Staff Development
 Pay Date

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - 31 - Holiday - Winter Break
 Pay Date

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - 15 Holiday - Spring Break
 Pay Date

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

28 - Last Workday
 Pay Date

240 Workday Calendar
Plant Maintenance, Transportation, and Custodial Employees
2018 - 2019 School Year

JULY / AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						35

16 - Reporting date
 Pay Date

SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						19

3 - Holiday - Labor Day
 21 - Student Holiday
 Pay Date

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						23

15 - Student Holiday
 Pay Date

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						20

22 - 23 Holiday - Thanksgiving Break
 Pay Date

DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Work Days per Mo =					15

24 - 31 - Holiday - Winter Break
 Pay Date

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						21

1 - Holiday - Winter Break
 7 - Student Holiday
 21 - Holiday - MLK DAY
 Pay Date

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Work Days per Mo =						20

Pay Date

MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	Work Days per Mo =						27

Pay Date

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Work Days per Mo =						20

19 - Holiday - Easter Break
 26 - Holiday - Battle of Flowers
 Pay Date

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work Days per Mo =						22

27 - Holiday - Memorial Day
 Pay Date

JUNE							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Work Days per Mo =						20

Pay Date

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
27	29	30	31			
Work Days per Mo =						9

4 - Holiday
 1-5 District Closed
 12 - Last Workday
 Pay Date

245 Possible Workdays
 -5 Non_PID Non Duty Days
 240 Total Workdays

* Summer 2019 : July 1 - 5 Fourth of July Break (Offices C

Lamar Elementary

2018-2019 School Calendar for Food Service Cooks 182 Workday Calendar

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth =						0

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						20

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	workday per Month =					19

6 Official Reporting Date
9 1st Day of School

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month =						16

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student/Paraprofessional Holiday; not a workday for Cooks

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month =						17

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month =						17

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday; not a workday for Cooks
21 Holiday - MLK Day

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month =						14

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	workday per Month =					16

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month =						20

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						17

20 - 24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						11

14 - Last Day of School
17 - Last Workday for Cooks

Pay Dates

Additional Days

n/a

Workday Calendar Days

regular workdays

182

182

Lamar Elementary

2018-2019 School Calendar for Instructional Assistants (includes PFL) 183 Workday Calendar

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth =						0

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						22

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month =						19

2 Official Reporting Date
9 1st Day of School

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month =						16

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month =						17

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
workday per Month =						15

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student/Paraprofessional Holiday
19 - End of Session

19-23 Holiday - Thanksgiving Break

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month =						17

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month =						14

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month =						16

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday
21 Holiday - MLK Day

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month =						20

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						17

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						10
workday per Month =						10

19 Holiday Easter Break
26 Holiday - Battle of Flowers

20-24 Campus Closed
27 Holiday - Memorial Day

14 - Last Day of School
14 - Last Workday for Instructional Assistants

Pay Date

Additional Days

n/a

Workday Calendar Days

regular workdays	183
	183

Lamar Elementary

2018-2019 School Calendar for Food Service Manager 185 Workday Calendar

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth = 0						

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 20						

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 19						

6 Official Reporting Date
9 1st Day of School

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month = 17						

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month = 17						

December						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15
workday per Month = 15						

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student/Paraprofessional Holiday; workday for FS Managers
19 - End of Session

19-23 Holiday - Thanksgiving Break

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month = 18						

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month = 14						

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month = 16						

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday; workday for FS Managers
21 Holiday - MLK Day

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month = 20						

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 17						

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						12
workday per Month = 12						

19 Holiday Easter Break
26 Holiday - Battle of Flowers

20 -24 Campus Closed
27 Holiday - Memorial Day

14 - Last Day of School
18 - Last Workday for Cooks

Pay Dates

Additional Days

n/a

Workday Calendar Days

regular workdays	185
	185

Lamar Elementary

2018-2019 School Calendar for Instructional Assistants ACE SPED 188 Workday Calendar (183 Days Plus 5 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth = 0						

26 - 31 supplemental days

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 22						

1 Supplemental day
2 Official Reporting Date

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	workday per Month = 19					

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month = 16						

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student/Paraprofessional Holiday
19 - End of Session

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month = 17						

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month = 17						

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday
21 Holiday - MLK Day

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month = 14						

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	workday per Month = 16					

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month = 20						

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 17						

20 - 24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						10

14 - Last Day of School
14 - Last Workday for Instructional Assistants

Pay Dates

<u>Additional Days</u>	
supplemental days (7/26 - 8/1)	5
<u>Workday Calendar Days</u>	
regular workdays	183
	188

Lamar Elementary

2018-2019 School Calendar for Coaches 197 Workday Calendar (187 Days Plus 10 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth = 0						

23 - 31 supplemental day

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 20						

1-3 supplemental days
6 Official Reporting Date
9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 19						

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month = 17						

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student Paraprofessional Holiday
19 - End of Session

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month = 17						

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15
workday per Month = 15						

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month = 18						

1 - 4 Holiday - Winter Break
7 Student/Paraprofessional Holiday
21 Holiday - MLK Day

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month = 14						

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month = 16						

8 End of Session
8 - Early Release / Staff Development
11-15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month = 20						

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 17						

20 - 24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 14						

14- Last Day of School
20 Last Workday for Coaches

Pay Date

<u>Additional Days</u>	
early start (7/23 - 8/3)	10
<u>Workday Calendar Days</u>	
regular workdays	187
	197

Lamar Elementary

2018-2019 School Calendar for Nurses 197 Workday Calendar (187 Days Plus 10 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth = 0						

23-31 supplemental days
Pay Date

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 20						

1-3 supplemental days
6 Official Reporting Date
9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	workday per Month = 19					

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month = 17						

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student Paraprofessional Holiday
19 - End of Session

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month = 17						

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	workday per Month = 15				

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month = 18						

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday
21 Holiday - MLK Day

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month = 14						

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	workday per Month = 16					

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month = 20						

19 Holiday - Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 17						

20 - 24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	workday per Month = 14					

14- Last Day of School
20- Last Workday for Nurses

Pay Dates

Pay Dates

<u>Additional Days</u>	
early start (7/23 - 8/3)	10
<u>Workday Calendar Days</u>	
regular workdays	187
	197

Lamar Elementary

2018-2019 School Calendar for Counselors 198 Workday Calendar (188 Days Plus 10 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth = 0						

23 - 31 supplemental day

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 20						

1 - 3 supplemental days
6 Official Reporting Day
9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 19						

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month = 17						

1 - 5 Campus Closed
8-Holiday-Columbus Day
15 Student/Paraprofessional Holiday
19 End of Session

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month = 17						

19 - 23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
workday per Month = 15						

21 End of Session
24 - 31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month = 18						

1 - 4 Holiday - Winter Break
7 Student/Paraprofessional Holiday
21 Holiday - MLK Day

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month = 14						

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month = 16						

8 End of Session
8 - Early Release / Staff Development
11-15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month = 20						

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 17						

20 - 24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 15						

14- Last Day of School
21 - Last Workday for Counselors

Pay Date

Additional Days	
early start (7/23 - 8/3)	10
Workday Calendar Days	
regular workdays	188
	198

Lamar Elementary

2018-2019 School Calendar for Teachers 200 Workday Calendar (187 Days Plus 13 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth = 0						

23-31 supplemental days

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 20						

1-3 supplemental days
6 Official Reporting Date
9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 19						

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month = 17						

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student Paraprofessional Holiday
19 - End of Session
27 - Working Day for Teachers

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month = 17						

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
workday per Month = 15						

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month = 18						

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday
21 Holiday - MLK Day
26 - Back up Working Dayfor Teachers

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month = 14						

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month = 16						

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month = 20						

19 Holiday - Easater Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 17						

20 - 24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 13						

14- Last Day of School
19- Last Workday for Teachers

Additional Days

8- 3 hour sessions after school (4-7)	3
early start (7/23 - 8/3)	10
Workday Calendar Days	
curriculum day (1 Saturday - 10/27 or 1/26)	1
regular workdays	186
	200

Pay Dates

Lamar Elementary

2018-2019 School Calendar for Implementaion Specialists 201 Workday Calendar (197 Days Plus 4 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth = 6						

23 supplemental day
24 Official Reporting Date

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 23						

9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 19						

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month = 17						

1 - 5 Campus Closed
8 - Holiday-Columbus Day
15 Student/Paraprofessional Holiday
19 End of Session
27 Saturday Workday for Impl. Splsts.

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month = 17						

19 - 23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
workday per Month = 15						

21 End of Session
24 - 31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month = 18						

1 - 4 Holiday - Winter Break
7 Student/Paraprofessional Holiday
21 Holiday - MLK Day
26 Back up - Workday for Impl. Splsts.

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month = 14						

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month = 16						

8 End of Session
8 - Early Release / Staff Development
11-15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month = 20						

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 17						

20 - 24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 14						

14- Last Day of School
20 - Last Workday for Impl. Splsts.

Additional Days

8- 3 hour sessions after school (4-7)	3
early start (7/23)	1
Workday Calendar Days	
curriculum day (1 Saturday - 10/27 or 1/26)	1
regular workdays	196
	201

Pay Dates

Lamar Elementary

2018-2019 School Calendar for Librarians 203 Workday Calendar (194 Days Plus 9 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth = 0						

23 - 31 supplemental day

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 21						

1-2 supplemental days
3 Official Reporting Date
9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month = 19						

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month = 17						

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student Paraprofessional Holiday
19 - End of Session

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month = 17						

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15
workday per Month = 15						

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month = 18						

1 - 4 Holiday - Winter Break
7 Student/Paraprofessional Holiday
21 Holiday - MLK Day

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month = 14						

4 - 8 Campus Closed
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month = 16						

8 End of Session
8 - Early Release / Staff Development
11-15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month = 20						

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month = 17						

20 - 24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						20
workday per Month = 20						

14- Last Day of School
28 Last Workday for Librarians

 Pay Date

Additional Days	
early start (7/23 - 8/2)	9
Workday Calendar Days	194
	194
	203

Lamar Elementary

2018-2019 School Calendar for Assistant Principal 208 Workday Calendar (198 Days Plus 10 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth =						7

9 - 20 Supplemental Days
23 Official Reporting Date

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						23

9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month =						19

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month =						17

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student Paraprofessional Holiday
19 - End of Session
27 - Working Day for Assistant Principal

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month =						17

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
workday per Month =						15

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month =						18

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday
21 Holiday - MLK Day
26 - Back up Working Day for Assistant Principal

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month =						14

4 - 8 Campus Closed
4 - 8 Supplemental Days for Principal
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month =						16

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month =						20

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						17

20 -24 Campus Closed
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month =						14

14 - Last Day of School
20 - Last Workday for Assistant Principal

Pay Date

<u>Additional Days</u>	10
<u>Workday Calendar Days</u>	
curriculum day (1 Saturday - 10/27 or 1/26)	1
regular workdays	197
	208

Lamar Elementary

2018-2019 School Calendar for Secretaries/Clerks 215 Workday Calendar

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth =						17

9 Official Reporting Date

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						23

9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month =						19

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month =						17

1-5 Campus Closed
8 - Holiday - Columbus Day
15 - Student/Paraprofessional Holiday; workday for secretaries & clerks
19 - End of Session

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month =						17

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15
workday per Month =						15

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month =						18

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday; workday for secretaries & clerks
21 Holiday - MLK Day

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month =						14

4 - 8 Campus Closed
18 Holiday President's Day / Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month =						16

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month =						20

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						19

20-24 Campus Closed
20-21 Workday for Secretaries & Clerks
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month =						20

14 - Last Day of School
28 - Last Workday for Secretary/Clerk

Pay Date

Additional Days

n/a

Workday Calendar Days

regular workdays	215
	215

Lamar Elementary

2018-2019 School Calendar for Principal 230 Workday Calendar (220 Days Plus 10 Additional Days)

JULY						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
workday per Mnth =						17

9 Official Reporting Date

AUGUST						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						23

9 1st Day of School

SEPTEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month =						19

3 - Holiday - Labor Day
21 - Teacher in-service day; no school for students

OCTOBER						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
workday per Month =						17

1-5 Campus Closed
1-5 Supplemental Days for Principal
8 - Holiday - Columbus Day
15 - Student Paraprofessional Holiday
19 - End of Session
27 - Working Day for Principal

NOVEMBER						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
workday per Month =						17

19-23 Holiday - Thanksgiving Break

DECEMBER						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
workday per Month =						15

21 End of Session
24-31 Holiday - Winter Break

JANUARY						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
workday per Month =						18

1 - 4 Holiday - Winter Break
7 - Student/Paraprofessional Holiday
21 Holiday - MLK Day
26 - Back up Working Day for Principal

FEBRUARY						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
workday per Month =						15

4 Working day for Principal
4 - 8 Campus Closed
5 - 8 Supplemental Days for Principal
18 Holiday President's Day /
Bad Weather Makeup Day

MARCH						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
workday per Month =						16

8 End of Session
8 - Early Release / Staff Development
11 - 15 Holiday - Spring Break

APRIL						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
workday per Month =						20

19 Holiday Easter Break
26 Holiday - Battle of Flowers

MAY						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
workday per Month =						22

20 -24 Campus Closed
20-24 Workdays for Principal
27 Holiday - Memorial Day

JUNE						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
workday per Month =						20

14 - Last Day of School
28 - Last Workday for Principal

Additional Days

Supplemental week (10/1-5)	5
Supplemental week (2/4-8)	5
<u>Workday Calendar Days</u>	
curriculum day (1 Saturday - 10/27 or 1/26)	1
regular workdays	219
	230

Pay Date

2018/2019 MONTHLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

WEEKLY PAYROLL REPORTING PERIOD FOR LEAVE AND SUPPLEMENTAL PAY ONLY	WEEKLY PAYROLL REPORTS DUE BY	NOVATIME TIME REPORTS SHOULD BE REVIEWED AND RELEASED NO LATER THAN 12:00PM	SUPPLEMENTAL PAY REPORT DUE DATE	PAY DATE
07/02/18 - 07/06/18	07/09/18	07/10/18	4th of July Week 07/30/18	08/22/18
07/09/18 - 07/13/18	07/16/18	07/17/18		
07/16/18 - 07/20/18	07/23/18	07/24/18		
07/23/18 - 07/27/18	07/30/18	07/31/18		
07/30/18 - 08/03/18	08/06/18	08/07/18	08/27/18	09/26/18
08/06/18 - 08/10/18	08/13/18	08/14/18		
08/13/18 - 08/17/18	08/20/18	08/21/18		
08/20/18 - 08/24/18	08/27/18	08/28/18		
08/27/18 - 08/31/18	09/04/18	09/05/18	Labor Day 09/24/18	10/24/18
09/03/18 - 09/07/18	09/10/18	09/11/18		
09/10/18 - 09/14/18	09/17/18	09/18/18		
09/17/18 - 09/21/18	09/24/18	09/25/18		

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE

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2018/2019 MONTHLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

WEEKLY PAYROLL REPORTING PERIOD FOR LEAVE AND SUPPLEMENTAL PAY ONLY	WEEKLY PAYROLL REPORTS DUE BY	NOVATIME TIME REPORTS SHOULD BE REVIEWED AND RELEASED NO LATER THAN 12:00PM	SUPPLEMENTAL PAY REPORT DUE DATE	PAY DATE
09/24/18 - 09/28/18	10/01/18	10/02/18	10/24/18	11/16/18
10/01/18 - 10/05/18	10/09/18	10/09/18		
10/08/18 - 10/12/18	10/15/18	10/16/18		
10/15/18 - 10/19/18	10/22/18	10/23/18		
10/22/18 - 10/26/18	10/29/18	10/30/18	11/27/18	12/21/18
10/29/18 - 11/02/18	11/05/18	11/06/18		
11/05/18 - 11/09/18	11/12/18	11/13/18		
11/12/18 - 11/16/18	11/26/18	11/27/18		
11/19/18 - 11/23/18	11/26/18	11/27/18		
11/26/18 - 11/30/18	12/03/18	12/04/18	12/18/18	01/23/19
12/03/18 - 12/07/18	12/10/18	12/11/18		
12/10/18 - 12/14/18	12/17/18	12/18/18		
12/17/18 - 12/21/18	01/07/19	01/08/19		

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2018/2019 MONTHLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

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12/24/18 - 01/04/19	01/07/19	01/08/19	Winter Break MLK DAY 02/05/19	02/27/19
01/07/19 - 01/11/19	01/14/19	01/15/19		
01/14/19 - 01/18/19	01/22/19	01/22/19		
01/22/19 - 01/25/19	01/28/19	01/29/19		
01/28/19 - 02/01/19	02/04/19	02/05/19		
02/04/19 - 02/08/19	02/11/19	02/12/19	03/05/19 Presidents Day Monday	03/27/19
02/11/19 - 02/15/19	02/19/19	02/19/19		
02/18/19 - 02/22/19	02/25/19	02/26/19		
02/25/19 - 03/01/19	03/04/19	03/04/19		
03/04/19 - 03/08/19	03/18/19	03/19/19	Spring Break Week 04/02/19	04/24/19
03/11/19 - 03/15/19	03/18/19	03/19/19		
03/18/19 - 03/22/19	03/25/19	03/26/19		
03/25/19 - 03/29/19	04/01/19	04/02/19		

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2018/2019 MONTHLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

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04/01/19 - 04/05/19	04/08/19	04/08/19	04/30/19	05/22/19
04/08/19 - 04/12/19	04/15/19	04/16/19		
04/15/19 - 04/19/19	04/22/19	04/22/19		
04/22/19 - 04/26/19	04/29/19	04/30/19		
04/29/19 - 05/03/19	05/06/19	05/07/19	05/28/19	06/26/19
05/06/19 - 05/10/19	05/13/19	05/14/19		
05/13/19 - 05/17/19	05/20/19	05/20/19		
05/20/19 - 05/24/19	05/28/19	05/28/19		
05/27/19 - 05/31/19	06/03/19	06/04/19	Memorial Day	07/24/19
06/03/19 - 06/07/19	06/10/19	06/11/19	07/09/19	
06/10/19 - 06/14/19	06/17/19	06/18/19		
06/17/19 - 06/21/19	06/24/19	06/25/19		
06/24/19 - 06/28/19	07/08/19	07/09/19		

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2018/2019 MONTHLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

<i>WEEKLY PAYROLL REPORTING PERIOD FOR LEAVE AND SUPPLEMENTAL PAY ONLY</i>	<i>WEEKLY PAYROLL REPORTS DUE BY</i>	<i>NOVATIME TIME REPORTS SHOULD BE REVIEWED AND RELEASED NO LATER THAN 12:00PM</i>	<i>SUPPLEMENTAL PAY REPORT DUE DATE</i>	<i>PAY DATE</i>
07/01/19 - 07/05/19	07/08/19	07/09/19	<i>4th of July Week</i> 07/30/19	08/28/19
07/08/19 - 07/12/19	07/15/19	07/16/19		
07/15/19 - 07/19/19	07/22/19	07/23/19		
07/22/19 - 07/26/19	07/29/19	07/30/19		
07/29/19 - 08/02/19	08/05/19	08/06/19	08/26/19	09/25/19
08/05/19 - 08/09/19	08/12/19	08/13/19		
08/12/19 - 08/16/19	08/19/19	08/20/19		
08/19/19 - 08/23/19	08/26/19	08/26/19		
08/26/19 - 08/30/19	09/03/19	09/03/19	<i>Labor Day</i> 09/24/19	10/23/19
09/02/19 - 09/06/19	09/09/19	09/10/19		
09/09/19 - 09/13/19	09/16/19	09/17/19		
09/16/19 - 09/20/19	09/23/19	09/24/19		

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2018/2019 MONTHLY PAYROLL SCHEDULE

L SPECIALTY PAY DATES

<i>WEEKLY PAYROLL REPORTING PERIOD FOR LEAVE AND SUPPLEMENTAL PAY ONLY</i>	<i>WEEKLY PAYROLL REPORTS DUE BY</i>	<i>NOVATIME TIME REPORTS SHOULD BE REVIEWED AND RELEASED NO LATER THAN 12:00PM</i>	<i>SUPPLEMENTAL PAY REPORT DUE DATE</i>	<i>PAY DATE</i>
<i>MASTER TEACHER SUPPLEMENTAL</i>				<i>08/17/18</i>
<i>LONGEVITY PAY \$500.00</i>				<i>01/31/19</i>
<i>MAY 31ST RETIREE PAY</i>				<i>06/14/19</i>

2018/2019 BIWEEKLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

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06/23/18 - 06/29/18	07/09/18	07/10/18	4th of July Week 07/27/18	GROUP B
06/30/18 - 07/06/18	07/09/18	07/10/18		
07/07/18 - 07/13/18	07/16/18	07/17/18		
07/14/18 - 07/20/18	07/23/18	07/24/18	08/10/18	GROUP A
07/21/18 - 07/27/18	07/30/18	07/31/18		
07/28/18 - 08/03/18	08/06/18	08/07/18	08/24/18	GROUP B
08/04/18 - 08/10/18	08/13/18	08/14/18		
08/11/18 - 08/17/18	08/20/18	08/21/18	09/07/18	GROUP A
08/18/18 - 08/24/18	08/27/18	08/27/18		
08/25/18 - 08/31/18	09/04/18	09/05/18	09/20/18	GROUP B
09/01/18 - 09/07/18	09/10/18	09/11/18	Labor Day	
09/08/18 - 09/14/18	09/17/18	09/18/18	10/05/18	GROUP A
09/15/18 - 09/21/18	09/24/18	09/25/18		

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2018/2019 BIWEEKLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

REPORTING PERIOD FOR LEAVE AND SUPPLEMENTAL PAY ONLY	TIME SHEETS/ SUPPLEMENTAL DUE DATES	NOVATIME TIME REPORTS SHOULD BE REVIEWED AND RELEASED NO LATER THAN 12:00PM	PAY DATE	DEDUCTIONS TO BE TAKEN
09/22/18 - 09/28/18	10/01/18	10/02/18	10/19/18	GROUP B
09/29/18 - 10/05/18	10/09/18	10/09/18		
10/06/18 - 10/12/18	10/15/18	10/16/18	11/02/18	GROUP A
10/15/18 - 10/19/18	10/22/18	10/23/18		
10/20/18 - 10/26/18	10/29/18	10/30/18	11/16/18	GROUP B
10/29/18 - 11/02/18	11/05/18	11/06/18		
11/03/18 - 11/09/18	11/12/18	11/13/18	11/30/18	NONE
11/10/18 - 11/16/18	11/26/18	11/27/18	12/14/18	GROUP A
11/17/18 - 11/23/18	11/26/18	11/27/18		
11/24/18 - 11/30/18	12/03/18	12/04/18		
12/01/18 - 12/07/18	12/10/18	12/11/18	12/28/18	GROUP B

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2018/2019 BIWEEKLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

REPORTING PERIOD FOR LEAVE AND SUPPLEMENTAL PAY ONLY	TIME SHEETS/ SUPPLEMENTAL DUE DATES	NOVATIME TIME REPORTS SHOULD BE REVIEWED AND RELEASED NO LATER THAN 12:00PM	PAY DATE	DEDUCTIONS TO BE TAKEN
12/08/18 - 12/14/18	12/17/18	12/18/18	01/11/19	GROUP A
12/15/18 - 12/21/18	01/07/19	01/08/19	WINTER BREAK 01/25/19	GROUP B
12/22/18 - 01/04/19	01/07/19	01/08/19		
01/05/19 - 01/11/19	01/14/19	01/14/19		
01/12/19 - 01/18/19	01/22/19	01/22/19	02/08/19	GROUP A
01/19/19 - 01/25/19	01/28/19	01/29/19	MLK DAY	
01/26/19 - 02/01/19	02/04/19	02/05/19	02/22/19	GROUP B
02/02/19 - 02/08/19	02/11/19	02/11/19		
02/09/19 - 02/15/19	02/19/19	02/19/19	03/08/19	GROUP A
02/16/19 - 02/22/19	02/25/19	02/26/19	Presidents Day Monday	

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2018/2019 BIWEEKLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

REPORTING PERIOD FOR LEAVE AND SUPPLEMENTAL PAY ONLY	TIME SHEETS/ SUPPLEMENTAL DUE DATES	NOVATIME TIME REPORTS SHOULD BE REVIEWED AND RELEASED NO LATER THAN 12:00PM	PAY DATE	DEDUCTIONS TO BE TAKEN
02/23/19 - 03/01/19	03/04/19	03/04/19	03/22/19	GROUP B
03/02/19 - 03/08/19	03/18/19	03/19/19	Spring Break Week 04/05/19	GROUP A
03/09/19 - 03/15/19	03/18/19	03/19/19		
03/16/19 - 03/22/19	03/25/19	03/26/19		
03/23/19 - 03/29/19	04/01/19	04/02/19	04/18/19	GROUP B
03/30/19 - 04/05/19	04/08/19	04/08/19		
04/06/19 - 04/12/19	04/15/19	04/16/19	05/03/19	GROUP A
04/13/19 - 04/19/19	04/22/19	04/22/19	Good Friday	
04/20/19 - 04/26/19	04/29/19	04/30/19	Battle of flowers 05/17/19	GROUP B
04/27/19 - 05/03/19	05/06/19	05/07/19		
05/04/19 - 05/10/19	05/13/19	05/14/19	05/31/19	NONE
05/11/19 - 05/17/19	05/20/19	05/20/19		

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2018/2019 BIWEEKLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

REPORTING PERIOD FOR LEAVE AND SUPPLEMENTAL PAY ONLY	TIME SHEETS/ SUPPLEMENTAL DUE DATES	NOVATIME TIME REPORTS SHOULD BE REVIEWED AND RELEASED NO LATER THAN 12:00PM	PAY DATE	DEDUCTIONS TO BE TAKEN
05/18/19 - 05/24/19	05/28/19	05/28/19	06/14/19	GROUP A
05/25/19 - 05/31/19	06/03/19	06/04/19	Memorial Day	
06/01/19 - 06/07/19	06/10/19	06/11/19	06/28/19	GROUP B
06/08/19 - 06/14/19	06/17/19	06/18/19		
06/15/19 - 06/21/19	06/24/19	06/24/19	07/12/19	GROUP A
06/22/19 - 06/28/19	07/08/19	07/09/19	4th of July Week 07/26/19	GROUP B
06/29/19 - 07/05/19	07/08/19	07/09/19		
07/06/19 - 07/12/19	07/15/19	07/16/19		
07/13/19 - 07/19/19	07/22/19	07/23/19	08/09/19	GROUP A
07/20/19 - 07/26/19	07/29/19	07/30/19		
07/27/19 - 08/02/19	08/05/19	08/06/19	08/23/19	GROUP B
08/05/19 - 08/09/19	08/12/19	08/13/19		

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2018/2019 BIWEEKLY PAYROLL SCHEDULE

LEAVE AND SUPPLEMENTAL ONLY

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08/10/19 - 08/16/19	08/19/19	08/20/19	09/06/19	GROUP A
08/17/19 - 08/23/19	08/26/19	08/26/19		
08/24/19 - 08/30/19	09/03/19	09/03/19	09/20/19	GROUP B
08/31/19 - 09/06/19	09/09/19	09/10/19	Labor Day	
09/07/19 - 09/13/19	09/16/19	09/17/19	10/04/19	GROUP A
09/14/19 - 09/20/19	09/23/19	09/24/19		
09/21/19 - 09/27/19	09/30/19	10/01/19	10/18/19	GROUP B
09/28/18 - 10/04/19	10/07/19	10/08/19		

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GROUP A	GROUP B
ANNUITIES	HEALTH INSURANCE
TRS SPECIAL SVC BUY BACK	DENTAL
ORGANIZATION DUES	VISION
UNION DUES/CREDIT UNIONS	LIFE INSURANCE
INCOME REPLACEMENT	UNITED WAY/ SAISD FOUNDATION

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2018-2019

WEEKLY PAYROLL REPORT PERIOD			WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
06-25-18	THRU	06-29-18	07-09-18	
07-09-18	THRU	07-13-18	07-16-18	07-27-18
07-16-18	THRU	07-20-18	07-23-18	
07-23-18	THRU	07-27-18	07-30-18	08-10-18
07-30-18	THRU	08-03-18	08-06-18	
08-06-18	THRU	08-10-18	08-13-18	08-24-18
08-13-18	THRU	08-17-18	08-20-18	
08-20-18	THRU	08-24-18	08-27-18	09-07-18 <i>(10 days)</i>
				WALK-IN DUE BY 10:00 AM
08-27-18	THRU	08-31-18	09-04-18	
09-03-18	THRU	09-07-18	09-10-18	09-20-18 <i>(9 days)</i>
				WALK-IN DUE BY 10:00 AM
09-10-18	THRU	09-14-18	09-17-18	10-05-18
09-17-18	THRU	09-21-18	09-24-18	<i>(9 days)</i>
09-24-18	THRU	09-28-18	10-01-18	
10-01-18	THRU	10-05-18	10-09-18	10-19-18 <i>(10 days)</i>
				WALK-IN DUE BY 10:00 AM
10-08-18	THRU	10-12-18	10-15-18	11-02-18
10-15-18	THRU	10-19-18	10-22-18	<i>(8 days)</i>
10-22-18	THRU	10-26-18	10-29-18	11-16-18
10-29-18	THRU	11-02-18	11-05-18	<i>(10 days)</i>

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

PAYROLL SCHEDULES MAY AT TIMES BE UPDATED TO REFLECT UNEXPECTED CHANGES DURING THE SCHOOL YEAR. PLEASE CHECK THE ONLINE PAYROLL MANUAL PERIODICALLY FOR REVISED/UPDATED PAYROLL SCHEDULES.

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2018-2019

WEEKLY PAYROLL REPORT PERIOD				WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
11-05-18	THRU	11-09-18	WALK-IN DUE BY 10:00 AM	11-12-18	11-30-18 <i>(5 days)</i>
11-12-18	THRU	11-16-18		11-26-18	12-14-18
11-26-18	THRU	11-30-18		12-03-18	<i>(10 days)</i>
12-03-18	THRU	12-07-18	WALK-IN DUE BY 10:00 AM	12-10-18	12-28-18 <i>(5 days)</i>
12-10-18	THRU	12-14-18	WALK-IN DUE BY 10:00 AM	12-17-18	01-11-19 <i>(5 days)</i>
12-17-18	THRU	12-21-18		01-07-19	
01-07-19	THRU	01-11-19	WALK-IN DUE BY 10:00 AM	01-14-19	01-25-19 <i>(9 days)</i>
01-14-19	THRU	01-18-19		01-22-19	02-08-19
01-21-19	THRU	01-25-19		01-28-19	<i>(9 days)</i>
01-28-19	THRU	02-01-19		02-04-19	
02-04-19	THRU	02-08-19	WALK-IN DUE BY 10:00 AM	02-11-19	02-22-19 <i>(10 days)</i>
02-11-19	THRU	02-15-19		02-19-19	03-08-19
02-18-19	THRU	02-22-19		02-25-19	<i>(9 days)</i>
02-25-19	THRU	03-01-19	WALK-IN DUE BY 10:00 AM	03-04-19	03-22-19 <i>(5 days)</i>

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

PAYROLL SCHEDULES MAY AT TIMES BE UPDATED TO REFLECT UNEXPECTED CHANGES DURING THE SCHOOL YEAR. PLEASE CHECK THE ONLINE PAYROLL MANUAL PERIODICALLY FOR REVISED/UPDATED PAYROLL SCHEDULES.

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2018-2019

WEEKLY PAYROLL REPORT PERIOD				WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
03-04-19	THRU	03-08-19		03-18-19	04-05-19
03-18-19	THRU	03-22-19		03-25-19	<i>(10 days)</i>
03-25-19	THRU	03-29-19		04-01-19	
04-01-19	THRU	04-05-19	WALK-IN DUE BY 10:00 AM	04-08-19	04-18-19
					<i>(10 days)</i>
04-08-19	THRU	04-12-19		04-15-19	
04-15-19	THRU	04-19-19	WALK-IN DUE BY 10:00 AM	04-22-19	05-03-19
					<i>(9 days)</i>
04-22-19	THRU	04-26-19		04-29-19	05-17-19
04-29-19	THRU	05-03-19		05-06-19	<i>(9 days)</i>
05-06-19	THRU	05-10-19		05-13-19	
05-13-19	THRU	05-17-19	WALK-IN DUE BY 10:00 AM	05-20-19	05-31-19
					<i>(10 days)</i>
05-20-19	THRU	05-24-19	WALK-IN DUE BY 10:00 AM	05-28-19	
05-27-19	THRU	05-31-19	WALK-IN DUE BY 10:00 AM	06-03-19	06-14-19
					<i>(7 days)</i>
06-03-19	THRU	06-07-19		06-10-19	06-28-19
06-10-19	THRU	06-14-19		06-17-19	
06-17-19	THRU	06-21-19	WALK-IN DUE BY 10:00 AM	06-24-19	07-12-19

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

PAYROLL SCHEDULES MAY AT TIMES BE UPDATED TO REFLECT UNEXPECTED CHANGES DURING THE SCHOOL YEAR. PLEASE CHECK THE ONLINE PAYROLL MANUAL PERIODICALLY FOR REVISED/UPDATED PAYROLL SCHEDULES.

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2018-2019

WEEKLY PAYROLL REPORT PERIOD	WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
06-24-19 THRU 06-28-19	07-08-19	
07-08-19 THRU 07-12-19	07-15-19	<i>07-26-19</i>
07-15-19 THRU 07-19-19	07-22-19	
07-22-19 THRU 07-26-19	07-29-19	<i>08-09-19</i>
07-29-19 THRU 08-02-19	08-05-19	
08-05-19 THRU 08-09-19	08-12-19	<i>08-23-19</i>
08-12-19 THRU 08-16-19	08-19-19	
08-19-19 THRU 08-23-19	08-26-19	<i>09-06-19</i>
WALK-IN DUE BY 10:00 AM		
08-26-19 THRU 08-30-19	09-03-19	<i>09-20-19</i>
09-02-19 THRU 09-06-19	09-09-19	
09-09-19 THRU 09-13-19	09-16-19	
09-16-19 THRU 09-20-19	09-23-19	<i>10-04-19</i>
09-23-19 THRU 09-27-19	09-30-19	
09-30-19 THRU 10-04-19	10-07-19	<i>10-18-19</i>

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL

OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN **RED**.

PAYROLL SCHEDULES MAY AT TIMES BE UPDATED TO REFLECT UNEXPECTED CHANGES DURING THE SCHOOL YEAR. PLEASE CHECK THE ONLINE PAYROLL MANUAL PERIODICALLY FOR REVISED/UPDATED PAYROLL SCHEDULES.

**TABLE FOR RECORDING ABSENCES LESS THAN
ONE DAY**

EIGHT HOUR EMPLOYEE		SEVEN AND ONE HALF HOUR EMPLOYEE	
HOURS/ABSENT MINUTES	TIME ABSENT (IN TENTHS)	HOURS ABSENT MINUTES	TIME ABSENT (IN TENTHS)
0:01 to 0:48	.1	0:01 to 0:45	.1
0:49 to 1:36	.2	0:46 to 1:30	.2
1:37 to 2:24	.3	1:31 to 2:15	.3
2:25 to 3:12	.4	2:16 to 3:00	.4
3:13 to 4:00	.5 (½)	3:01 to 3:45	.5 (½ day)
4:01 to 4:48	.6	3:46 to 4:30	.6
4:49 to 5:36	.7	4:31 to 5:15	.7
5:37 to 6:24	.8	5:16 to 6:00	.8
6:25 to 7:12	.9	6:01 to 6:45	.9
7:13 to 8:00	1.0 (1 day)	6:46 to 7:30	1.0 (1 day)

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
NOVAtime Conversion Chart
(Minutes to Decimal Hours)

“NOVAtime users ONLY”

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
COMPUTATION OF ACCUMULATED LEAVE
FOR FULL TIME 8 HOUR DAY EQUIVALENT EMPLOYEES**

DAYS WORKED	LOCAL LEAVE IN DAYS	LEAVE IN HOURS (BASED ON 8 HOUR DAY)	STATE LEAVE IN DAYS	LEAVE IN HOURS (BASED ON 8 HOUR DAY)
0 - 17	.0	.0	.0	.0
18 - 35	.5	4	.5	4
36 - 53	1.0	8	1.0	8
54 - 71	1.5	12	1.5	12
72 - 89	2.0	16	2.0	16
90 - 107	2.5	20	2.5	20
108 - 125	3.0	24	3.0	24
126 - 143	3.5	28	3.5	28
144 - 161	4.0	32	4.0	32
162 - 179	4.5	36	4.5	36
180 - 194	5.0	40	5.0	40

MONTHLY ELEVEN (11) MONTH EMPLOYEE				
195 - 216	5.5	44	5.0	40
217 - 220	6.0	48	5.0	40

MONTHLY TWELVE (12) MONTH EMPLOYEE				
221 - 226	6.5	52	5.0	40
227 - 230	7.0	56	5.0	40

BI-WEEKLY TWELVE (12) MONTH EMPLOYEE				
195 - 208	5.5	44	5.0	40
209 - 223	6.0	48	5.0	40
224 - 236	6.5	52	5.0	40
237 - 240+	7.0	56	5.0	40

**STATE AND LOCAL SICK LEAVE
FLOW CHART**

ABSENCE CODE	LOCAL SICK LEAVE	PRIOR STATE SICK LEAVE	CURRENT STATE PERSONAL LEAVE	NON-DUTY DAYS	ABSENT DEDUCT	SCHOOL BUSINESS
1	→ X	→ X	→ X	→ X	→ X	
5					→ X	
6				→ X	→ X	
7						→ X
8			→ X	→ X	→ X	

State Personal Leave – For specific information regarding use of State Personal Leave refer to Board Policy – DEC LOCAL

1 = Sick Leave (PI, FI, DIF, FE)

6 = Non-Duty Days

8 = Excused Personal Business

5 = Automatic Absence Deduction

7 = School Business/Jury Duty/Comp time

FOOD SERVICE CALCULATION OF HOURS WORKED

	Time of Arrival								
<u>Time of Departure</u>	6:00 AM	6:15 AM	6:30 AM	6:45 AM	7:00 AM	7:15 AM	7:30 AM	7:45 AM	8:00 AM
12:00 noon	5.5	5.3	5.0	4.8	4.5	4.3	4.0	3.8	3.5
12:15 PM	5.8	5.5	5.3	5.0	4.8	4.5	4.3	4.0	3.8
12:30 PM	6.0	5.8	5.5	5.3	5.0	4.8	4.5	4.3	4.0
12:45 PM	6.3	6.0	5.8	5.5	5.3	5.0	4.8	4.5	4.3
1:00 PM	6.5	6.3	6.0	5.8	5.5	5.3	5.0	4.8	4.5
1:15 PM	6.8	6.5	6.3	6.0	5.8	5.5	5.3	5.0	4.8
1:30 PM	7.0	6.8	6.5	6.3	6.0	5.8	5.5	5.3	5.0
1:45 PM	7.3	7.0	6.8	6.5	6.3	6.0	5.8	5.5	5.3
2:00 PM	7.5	7.3	7.0	6.8	6.5	6.3	6.0	5.8	5.5
2:15 PM	7.8	7.5	7.3	7.0	6.8	6.5	6.3	6.0	5.8
2:30 PM	8.0	7.8	7.5	7.3	7.0	6.8	6.5	6.3	6.0

SCHOOL DISTRICT SAN ANTONIO ISD
 CAMPUS SCHOOL NAME

PAY DATE PERIOD COVERED
 THRU

BI-WEEKLY PAYROLL TIME REPORT

* PREPARE PR-5
 FOR OVERTIME

SOCIAL SECURITY NUMBER	EMPLOYEE NAME PAYGRADE STEP	TOTAL DAYS							ACTUAL TIME MONS	REG. HOURS MONS	LEAVE TAKEN	EMPLOYEE SIGNATURE
		SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
NEW EMP. <input type="checkbox"/>												
TERMINATION <input type="checkbox"/>												
TRANSFER <input type="checkbox"/>												
NEW EMP. <input type="checkbox"/>												
TERMINATION <input type="checkbox"/>												
TRANSFER <input type="checkbox"/>												
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NEW EMP. <input type="checkbox"/>												
TERMINATION <input type="checkbox"/>												
TRANSFER <input type="checkbox"/>												

PLEASE ATTACH DOCTOR'S CERTIFICATION IF PREVIOUS ILLNESS OR ILLNESS IN FAMILY ABSENCE IS 5 DAYS OR MORE.

- 1 = Sick Leave (Pl, Fl, DIF, FE)
- 2 = Campus Planning
- 4 = Staff Development
- 5 = Automatic Absence Deduction

- 6 = Non-City Days
- 7 = School Business Day/DutyComp Time/Assess/Military Leave
- 8 = Districtwide Campus Planning
- State Personal Days

Indicate Leave Type & Family Relationship Code. Relationship is described on the back of this form (e.g. A: For Spouse B: For Son, Stepson and Son-in-Law. Leave blank for Self).

Head Custodian or Caretaker Signature _____

Principal's Signature _____

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
WEEKLY PAYROLL REPORT**

School or Department Name / #: _____ Payroll / #742 _____
 Prepared by/Title: _____
 Phone # & Direct Phone Ext.: _____

Week Ending: _____

REPORT OF ABSENCES. Please use separate line(s) if employee reports more than one absence type.

CERTIFIED PERSONNEL							SUBSTITUTES					
Employee ID#	Name		Type#	Description	Total Absent Days	Dates Absent	Employee's Signature	Emp ID #s	Name		Budget Codes to Charge Substitutes	Total Sub Days (in whole day increments)
	Last	First							Last	First		
001-11-1111			01	LOA	5						111-11-111-11-555-6-000.000	
002-22-2222			08		0.5							
Teachers, Nurses, Administrators, etc.							All fields required.					Substitutes
<div style="background-color: #800000; color: white; padding: 10px; text-align: center;"> Please ALWAYS include an <u>active employee</u> on Leave of Absence (LOA), even if they are out of leave. </div>							EXAMPLE					
NON-CERTIFIED PERSONNEL							SUBSTITUTES					
Employee ID #	Last	First	Type#	Description	Total	Dates Absent	Employee's Signature	Emp ID#	Last	First	Budget Code(s)	Total Sub Days
Paraprofessionals & LVNs, etc.							All fields required.					Substitutes

PLEASE ATTACH DOCTOR'S CERTIFICATION IF PERSONAL ILLNESS OR ILLNESS IN FAMILY ABSENCE IS 5 DAYS OR MORE
 1= Sick Leave (PI, FI, DIF, FE) 7 = School Business/Jury Duty/Comp. Time/ Assault/Military Leave/Districtwide Campus Planning
 5 = Automatic Absence Deduction 8 = State Personal Days
 6 = Non-Duty Work Days

Certified Correct and Approving: **Required** _____ **Required** _____ **Required** _____
 Principal/Department Head/Assistant Superintendent Date Print Name

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
REPORT OF SUPPLEMENTAL PAY**

REQUIRED

Payroll Type
Monthly **or** Bi-Weekly

School or Department Name/ #: _____ Payroll / #742
Prepared By/Title: August Jones, Payroll Clerk
Phone# & Phone Ext.: 210/555-5555 ext. 55555

Scheduled Pay Date: 12 / 31 / 15
MM DD YR

From: 11 / 28 / 15 To: 12 / 04 / 15
MM DD YR MM DD YR

REQUIRED

Employee ID number	Employees Name (Last, First, M.I.)	Date(s) Work Performed	No. of units	\$ Rate Per hr.	O.T. Y/N	Total \$ Amount	Fund	Funct.	CIS	Sub. Obj.	Org.	FY	Proj. Detail	X	Proj. Detail
555-55-5555	Last, First, M.I.	7/4/2015	8	\$10.00	n	\$80.00	111	11	1111	11	009	6	000	0	00
Description of Work Performed:		Part time Counselor's Clerk													
555-55-5556	2Last, First, M.I.	7/4/2015	1	\$10.00	y	\$15.00	000	00	0000	00	000	6	000	0	000
Description of Work Performed:		Part time Counselor's Clerk													
555-55-5557			2	\$1.00	n	\$2.00	000	00	0000	00	000	6	000	0	000
Description of Work Performed:		Part time Counselor's Clerk													
			1	\$5.00	n	\$5.00									
Description of Work Performed:															
			1	\$1.00	y	\$1.50									
Description of Work Performed:															
			1	\$10.00	n	\$10.00									
Description of Work Performed:															
			1	\$10.00	y	\$15.00									
Description of Work Performed:															
555-55-5559		7/4/2015	1	\$1.00	y	\$1.50	000	00	0000	00	000	6	000	0	000
Description of Work Performed:		Part time Counselor's Clerk													

EXAMPLE

SIGNATURE REQUIRED

Principal/Department Head/ Assistant Superintendent

REQUIRED

Date

Print Name - REQUIRED

Print Name

Must print on legal size paper

REQUEST FOR CHANGE IN EMPLOYEE ABSENCE REPORT

Date: _____

To: _____ Deputy/Assoc./Asst. Superintendent

From: _____ Principal/Department Head

A. Leave change requested for:

Employee ID#: _____ Campus #: _____

Employee Name: _____

B. Leave Change Request:

(NOTE: Request must be made within 60 days of the date of absence to be considered.)

Originally reported leave as:

Date: _____ Type: _____ Leave amt.: _____

Date: _____ Type: _____ Leave amt.: _____

Date: _____ Type: _____ Leave amt.: _____

Date: _____ Type: _____ Leave amt.: _____

Request change leave to:

Date: _____ Type: _____ Leave amt.: _____

Date: _____ Type: _____ Leave amt.: _____

Date: _____ Type: _____ Leave amt.: _____

Date: _____ Type: _____ Leave amt.: _____

***Absence deduct? Yes _____ No _____ If yes, date of pay check: _____**

REMARKS: _____

C. Employee and Principal/Department Head Signature

Employee Signature

Date

Principal/Dept. Head Signature

Date

D. Signature/Sr. Executive Director/Assoc./Asst. Supt.

Request is: Approved: _____ Not Approved: _____

Signature/Sr. Executive Director/Assoc./Asst. Supt.

Date

E. Payroll Use Only

Processed by/Date: _____

***Verification of Absence Deduct/Refund Information**

Absence deduct amount: \$ _____ Date of pay check: _____

Absence deduct refund: \$ _____ Refund check date: _____

Distribution of Copies: Original to appropriate Senior Executive Director/Assoc./Asst. Superintendent for approval and transmittal to Payroll Department.

Revised 11/2014

ORGANIZATIONAL MEMBERSHIP DROP FORM

I _____ wish to drop my payroll deduction for dues to:

Name of organization _____

Signature

Employee ID Number

Date

School/Worksite _____

Return this form to the School District's Payroll office.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
DIRECT DEPOSIT OF PAYROLL CHECKS

Employee's Name _____
LAST NAME (PLEASE PRINT) FIRST NAME INITIAL

Employee ID # _____ or SSN _____

Phone # _____ School Name _____ LOC. # _____

Please allow 30-60 days for authorizations to be processed.

I. PAYROLL TYPE:

_____ Monthly _____ Bi-Weekly

A
T
T
A
C
H
C
H
E
C
K

II. AUTHORIZATION FOR DIRECT DEPOSIT:

I, hereby authorize the San Antonio Independent School District to deposit my payroll check in the following institution _____

Name of Financial Institution

_____ or _____
Checking Account # Savings Account #

as is evidenced by my attached "VOIDED CHECK". (DEPOSIT SLIP IS NOT ACCEPTABLE)

* Employee's name must appear on the voided check.

III. AUTHORIZATION TO CANCEL DIRECT DEPOSIT:

EFFECTIVE _____
If left blank, cancellation will be immediate.

_____ Name of Financial Institution to Cancel Bank Account # to Cancel

(Cancellation requests must be submitted 8 working days prior to the scheduled pay date to avoid a \$25 fee)

IV. _____
EMPLOYEE SIGNATURE REQUIRED DATE

IMPORTANT: - Employee signature required as verification of completion of any one or more sections of this form.

- Eligibility Requirements and General Information are on reverse side.

*** Upon resignation or retirement, your final payroll check **will not be direct deposited** to your bank account; instead a negotiable payroll check will be sent through the U.S. Mail to the address on file, unless specific arrangements are made.

Eligibility Requirements & General Information

- Direct deposit of payroll checks is available to all employees.
- Employee's name must appear on the voided check.
- Deposit slips are not acceptable.
- The effective date for direct deposit authorizations is 30-60 days.
- Employees who use this service will receive a check stub which will indicate gross salary, deductions and net pay.
- Employee signature is required for processing of this form.

REQUEST FOR MANUAL CHECK

I. Type of Check being requested

- Student Activity** **Payroll Check**
- General Disbursing** (vendor check, travel advance etc.)

II. Request that check be ready on _____ **No. checks requested** _____
MM DD YY

III. Indicate reason for check request. One form per type of check (eg. General Disbursing vs payroll Check) is required.

<input type="checkbox"/> <u>PAYROLL</u> <input type="checkbox"/> Did not submit days/hrs timely <input type="checkbox"/> Reported days/hrs. Incorrectly <input type="checkbox"/> Did not report days/hrs <input type="checkbox"/> Reported wrong employee <input type="checkbox"/> Absence reported incorrectly creating an absence deduction	<input type="checkbox"/> <u>ACCOUNTS PAYABLE/STUDENT ACTIVITY</u> <input type="checkbox"/> Request for travel not submitted timely <input type="checkbox"/> Request for reimbursement not submitted timely <input type="checkbox"/> Request for Vendor payment not submitted timely
---	---

Other reason (be specific) _____

Comments: _____

Budget Code Number _____ **\$25.00 Charge**
(must be local supply fund)

APPROVALS & ROUTING

A) Requestor: _____ Date prepared: _____
Principal/Dept Head Campus No

Requestor Contact Phone # _____

B) **Sr. Executive Director /Sr. Area Executive Director:** _____ **Date:** _____

Recommend Approval **Yes** **No**

C) Reviewed by: _____ Date _____
Financial Services Date

Approved **Yes** / **No**

_____ **To be ready for** _____
DATE RECEIVED MM DD YY

Routing Requestor: **→** . Sr. Executive Director /Sr. Area Executive Director **→** **Financial Services**

“Request for Manual Check”

Instructions for Completion

General Information:

All requests for a manually prepared check must be submitted on this form. Forms that are incomplete and/or do not have the proper authorization will be returned. The return of the document(s) will delay the review and or approval/disapproval of the request.

- a. Department Head, Principal and/or a designated administrator (Asst. Principal, V-Principal, etc...) must sign the form. Other signatures are not permissible.**
- b. All requests must receive an approval recommendation from a Executive Director, Senior Executive Director, to be considered for approval by Financial Services.**

All requests must be accompanied by required documents with necessary supporting documentation. Review for approval will be delayed if the required information is not provided. For example:

- a. A Travel Advance Request is not accompanied by an approved and completed Trip Authorization form and other required documents.**
- b. Supplemental pay is requested and a completed Supplemental Pay Form (PR-5) is not provided.**
- c. Request for a substitute teacher to be paid is received and a Weekly Payroll Report is not received.**
- d. Sufficient funds are not available in an approved budget, or an approved budget has not been established. Budget amendments should not accompany a manual check request. Budget amendments must be initiated, approved, and processed prior to a request for a manual check being initiated.**

Routing of Request:

All requests must be originated:

- a. by the campus/dept. where the employee has been misreported.**
- b. by Principal/Dept. Head or approved designee (Asst. Principal, V-Principal).**
- c. and forwarded to the appropriate Senior Executive Director/Executive Director Financial Services Asst. /Assoc. Superintendent for approval/disapproval recommendation.**
- d. and forwarded by the appropriate Senior Executive Area Director/Senior Executive Director Financial Services to the Financial Svcs. Dept.**

Notification of Approval/Disapproval

All campus/dept. heads will be notified of final disposition of the request within **two (2) working days of receipt of the request by Financial Svcs.**

Form available on Website:

This form may be duplicated and is available on the SAISD Website at www.saisd.net under Financial Services.

EMPLOYEE ACCESS INSTRUCTIONS AND INFORMATION

WEBLINK: https://itccs.esc20.net:3068/WEA_DIST_SELECT?distid=015907

.The WEBLINK can also be found by going to the SAISD Home page under Departments;

Financial Services; Web Sites- Employee Access (NOTE: Save this link as one of your favorite.)

INFORMATION

The Employee Access account is available to every SAISD employee.

This account is an online account, available 24/7.

Employee access account provides the following information:

Calendar Year to Date

- Year to Date Earnings received
- Year to Date Taxes Withheld
- Year to Date Annuities deducted
- Year to Date Deductions withheld
- Value of Employer Provided Health Insurance

Deductions

- Current Elected Deductions
- Current Garnishments

Earnings

- Check Stub by pay date, up to 18 pay periods.

Leave Balances

- Leave as of last pay period
- View dates for leave, processed and unprocessed,
by entering range of dates at bottom of leave screen.
- Refer to payroll manual for leave processing dates.
- Please allow at least 2 weeks to view most current leave taken.

W-2

- Prior year W-2's available
- Drop down window if employee received multiple W-2's for same Calendar year.
- PRINT NOTE: Print form landscape

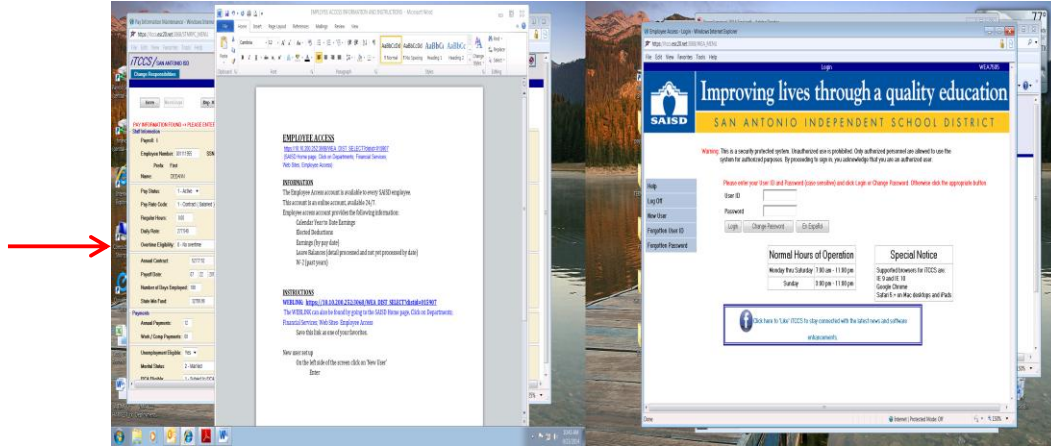
Revised 11/2014

INSTRUCTIONS

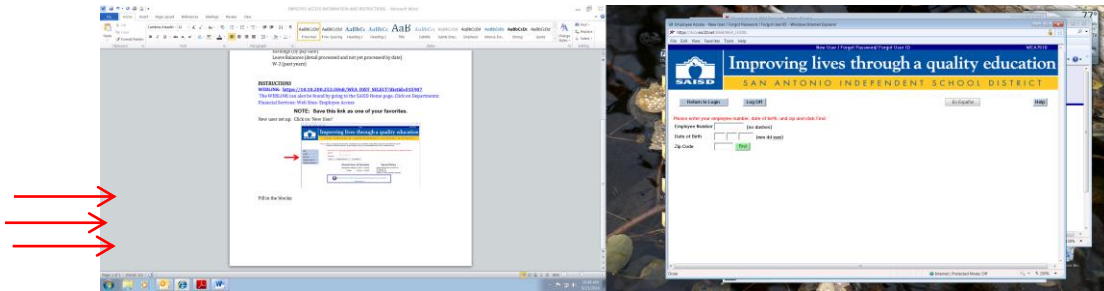
WEBLINK: https://itccs.esc20.net:3068/WEA_DIST_SELECT?distid=015907

The WEBLINK can also be found by going to the SAISD Home page under Departments; Financial Services; Web Sites- Employee Access (NOTE: Save this link as one of your favorite.)

New user set up: Click on 'New User'

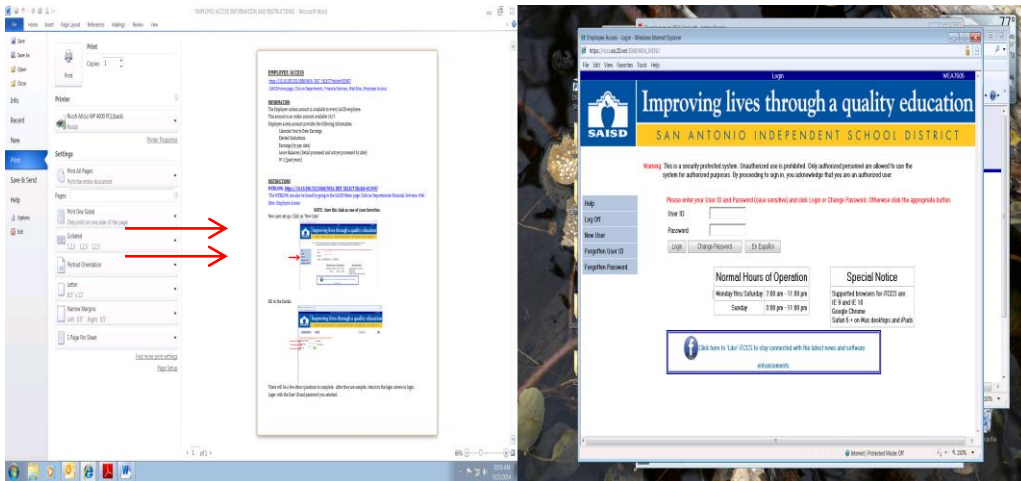


Fill in the blocks:



Once complete, the system will 'Find' you and take you to the next page. Complete the necessary information to create your 'User ID and password'. Return to login screen.

Log in with the User ID and password you selected.



Your online "Employee Access" account is now established. As with any other online account, keep your login information confidential.

Revised 11/2014

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT



Missed Punch / Absence Form

When you have missed a punch or need to report an exception/absence on your timecard please fill out a Missed Punch / Absence Form. This form will notify your supervisor of the necessary correction.

Instructions:

Please fill in your Name, Employee ID, Campus/Department

Name: _____ Badge #: _____

Employee ID #: _____ Campus/Department: _____

Employee Signature: _____ Today's Date: _____

Absence

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Date:							
Hours of leave taken:							
Type of Leave used:							

Attendance Codes:

Other: _____

1. Personal Illness (PI, FI, DIF, FE)
3. School Business
6. Non-duty
8. State Personal Leave
9. State Prior Leave

Missed punch

Date: Date of missed punch

Time In/Time Out: Indicate what time the punch should have occurred

Check Reason: Check reason or other if reason is not listed

Explanation: Detail reason (required if other is checked)

Missed Punch			Check Reason				
Date	Time In	Time Out	Missed Punch	Lost Badge	Double Punch	Field Trip	Other

Explanation: _____

Supervisor's Signature: _____ Date: _____



San Antonio Independent School District
Payroll Department
141 Lavaca St.
San Antonio, TX 78210

FROST BANK

CHECK NO.: 636636

CHECK DATE

Mar 23, 2018

\$647.73

PAY *SIX-HUNDRED FORTY-SEVEN DOLLARS AND SEVENTY-THREE CENTS*

DEPOSIT DATE	DEPOSIT AMT.
Apr 25, 2018	\$4,559.69

DEPOSIT
TO THE
ORDER
OF

□

**DIRECT DEPOSIT
NOTIFICATION**

DIRECT DEPOSIT NOTIFICATION DO NOT CASH

MONTHLY CHECK STUB SAMPLE

Payroll Department * 141 Lavaca St. * San Antonio, TX 78210 * Tel. (210) 554-8550

EMPLOYEE NAME		EMPLOYEE ID	CHECK NO.	CALENDAR YEAR-TO-DATE				
				② HOSP. INS	TAXABLE WAGES	FICA GROSS	MEDICARE GROSS	③ CAFÉ-125 AMT.
John Doe		001111111	111111	\$82.32	\$23,103.56	\$25,229.92	\$25,229.92	\$2,585.40
CHECK DATE	Apr 25, 2018	① PERIOD ENDING	Mar 30, 2018	WITHLD. STATUS	MARRIED	NUMBER OF EXEMPTIONS		2
UNITS WORKED	CAMPUS	CAL YTD ANNUITY	CAL TRS DEPOSIT	④ OTHER DEDUCTIONS	③ CAFÉ 125	④ AMOUNT	⑤ LEAVE TYPE	AMOUNT
.00	858	\$0.00	\$2,126.36	TRSD		\$531.59	STATE	
EARNINGS AND DEDUCTIONS		CURRENT	YEAR-TO-DATE	TRSD INSURANCE		\$44.88	SICK LV OLD	
				DEPENDANT LIFE		\$6.78	STATE PL-EFB	
				CHILD LIFE		\$0.77	SAISD	
				UHC CIPP INS		\$20.58	LOCAL LEAVE	3:00
				UNITED WAY		\$10.00	NON-DUTY	
				AETNAPPO750EEC		\$380.16	AS OF	03/30/18
				LIFE OVER 40,000		\$28.27	STATE	
				LIFE BASIC PLUS		\$9.02	SICK LV OLD	
				AETNA DISAB A		\$100.00	STATE PL-EPB	10:00
				DENTAL EEC		\$32.97	SAISD	
				UNMU WHOLELIFE		\$52.09	LOCAL LEAVE	3:00
				UNMU WLIFE CHILD		\$7.50	NON-DUTY	10:00
				SAISD FSA		\$208.33		
				DAVISVISIONENHEC		\$15.87		
				TOTAL ALL DEDUCTS		\$408.83		
DETACH AND RETAIN FOR YOUR RECORDS				NET PAY		\$4,559.69		

- ① The "Period Ending" represents the reporting end date for Supplemental, Pay Adjustment, Taxable Allowance and Leave. The balance represented is thru the "As Of" date.
- ② This category is currently not being used.
- ③ This amount is pre-taxed from your insurance deductions. They are coded with a "Y".
- ④ This represents employees elected deductions (If applicable: Health, Dental, Vision, Union Dues, Child Support, Bankruptcy, Student Loans, etc.). Please note that TRS is a standard deduction taken from ALL full-time employees.
- ⑤ The leave balance represents what has been used thru the "Period Ending" date.

Note:

- 1) **Standard Gross** is based on the following calculation: Daily Rate X Actual Calendar Days Worked / by 12 Payments.
- 2) The "**TRS Deposit**" percentage is 7.70%. The "**TRS Insurance**" percentage is 0.65%

* Refer to page XX of the Payroll Manual for Monthly Calendar dates.

BI-WEEKLY CHECK STUB SAMPLE - GROUP A

Payroll Department * 141 Lavaca St. * San Antonio, TX 78210 * Tel. (210) 554-8550

EMPLOYEE NAME		EMPLOYEE ID	CHECK NO.	CALENDAR YEAR-TO-DATE					
				② HOSP. INS	TAXABLE WAGES	FICA GROSS	MEDICARE GROSS	③ CAFÉ-125 AMT.	
John Doe		001111111	111111	\$0.00	\$1,476.80	\$1,600.00	\$1,600.00	\$0.00	
CHECK DATE	Apr 06, 2018	① PERIOD ENDING	Mar 16, 2018	WITHLD. STATUS	SINGLE	NUMBER OF EXEMPTIONS		0	
UNITS WORKED	CAMPUS	CAL YTD ANNUITY	CAL TRS DEPOSIT	④ OTHER DEDUCTIONS	③ CAFÉ 125	④ AMOUNT	U S E D T H I S P E R	⑤ LEAVE TYPE	AMOUNT
.00	932	\$0.00	\$123.20	TRS DEPOSIT TRS INSURANCE		\$123.20 \$10.40		STATE SICK LV OLD STATE PL-EFB SAISD LOCAL LEAVE NON-DUTY	
EARNINGS AND DEDUCTIONS		CURRENT	YEAR-TO-DATE	TOTAL ALL DEDUCTS		\$408.83		① AS OF	03/16/18
								B A L A N C E	16:00 16:00 16:00
DETACH AND RETAIN FOR YOUR RECORDS				NET PAY		\$1,191.17			

- ① The "Period Ending" represents the reporting end date for Supplemental, Pay Adjustment and Leave. The balance represented is thru the "As Of" date.
- ② This category is currently not being used.
- ③ This amount is pre-taxed from your insurance deductions. They are coded with a "Y".
- ④ This represents employees elected deductions (If applicable: Health, Dental, Vision, Union Dues, Child Support, Bankruptcy, Student Loans, etc.). Please note that TRS is a standard deduction taken from ALL full-time employees.
- ⑤ The leave balance represents what has been used thru the "Period Ending" date.

Note:

- 1) **Standard Gross** is based on the following calculation: Daily Rate X Actual Calendar Days Worked / by 26 Payments.
- 2) The **"TRS Deposit"** percentage is 7.70%. The **"TRS Insurance"** percentage is 0.65%

* Refer to page XX of the Payroll Manual for Bi-Weekly Calendar "A" dates.

BI-WEEKLY CHECK STUB SAMPLE - GROUP B

Payroll Department * 141 Lavaca St. * San Antonio, TX 78210 * Tel. (210) 554-8550

EMPLOYEE NAME		EMPLOYEE ID	CHECK NO.	CALENDAR YEAR-TO-DATE				
				② HOSP. INS	TAXABLE WAGES	FICA GROSS	MEDICARE GROSS	③ CAFÉ-125 AMT.
John Doe		001111111	111111	\$0.00	\$5,149.86	\$5,593.38	\$5,593.38	\$166.62
CHECK DATE	Mar 23, 2018	① PERIOD ENDING	Mar 02, 2018	WITHLD. STATUS	SINGLE	NUMBER OF EXEMPTIONS		0
UNITS WORKED	CAMPUS	CAL YTD ANNUITY	CAL TRS DEPOSIT	④ OTHER DEDUCTIONS	③ CAFÉ 125	④ AMOUNT	⑤ LEAVE TYPE	AMOUNT
.00	932	\$0.00	\$443.52	TRSD		\$73.92	STATE	
EARNINGS AND DEDUCTIONS		CURRENT	YEAR-TO-DATE	TRSD		\$6.24	SICK LV OLD	
				TRSD		\$10.15	STATE PL-EFB	
STANDARD GROSS		\$960.00		TRSD		\$34.40	SAISD	
SUPPLEMENTAL PAY		\$1.00	\$1.00	TRSD		\$2.07	LOCAL LEAVE	8.00
* TOTAL EARNINGS		\$961.00	\$5,761.00	TRSD		\$2.36	NON-DUTY	
WITHHOLDING TAX		\$75.28	\$491.48	TRSD		\$30.03		
FICA TAX		\$69.19	\$427.89	TRSD		\$8.63		
				TOTAL ALL DEDUCTS		\$312.27		
DETACH AND RETAIN FOR YOUR RECORDS				NET PAY		\$648.73		

- ① The "Period Ending" represents the reporting end date for Supplemental and Leave. The balance represented is thru the "As Of" date.
- ② This category is currently not being used.
- ③ This amount is pre-taxed from your insurance deductions. They are coded with a "Y".
- ④ This represents employees elected deductions (If applicable: Health, Dental, Vision, Union Dues, Child Support, Bankruptcy, Student Loans, etc.). Please note that TRS is a standard deduction taken from ALL full-time employees.
- ⑤ The leave balance represents what has been used thru the "Period Ending" date.

Note:

- 1) **Standard Gross** is based on the following calculation: Daily Rate X Actual Calendar Days Worked / by 26 Payments.
- 2) The **"TRS Deposit"** percentage is 7.70%. The **"TRS Insurance"** percentage is 0.65%

* Refer to page XX of the Payroll Manual for Bi-Weekly Calendar "B" dates.