



## ADMINISTRATOR/OFFICE PERSONNEL WORK CALENDAR SUMMARY

Number of Days	Job Titles	State Date 2019	Paid Holidays	Unpaid Non-Work Days	End Date 2020
12 months (262 days)	Administrators, NS Operations Coordinator, Nutrition Services Quality Assurance & Training Manager, Nutrition Coordinator Media Processor, Year-Round Office Personnel, Technology, Health Enhancement Coordinator, Lead District Safety Monitor, Coordinator-Community Services, PHHS Receptionist, PHS Attendance	July 1	July 4 September 2 November 27-29 December 23 – 31 January 1 March 18-20 May 25	n/a	June 30
12 months (262 days)	Custodians, Maintenance, Aquatic Center Asst. Program Specialist, Preschool, School Age Child Care, Nurse I and Nutrition Services Manager at Gerner	July 1	July 4 September 2 November 28-29 December 23-25 January 1 March 19-20 May 25	n/a	June 30
10.5 months (228-229 days)	Some Elem Office Personnel, MS/HS Administrative Assistant to Assistant Principal, Administrative Assistant to Counselor, PHS Receptionist	July 22	September 2 November 27-29 December 23-31 January 1 March 18-20 May 25	September 27 (HS) October 25 (Elem/MS) January 2 January 20 February 14 (HS) March 16-17  *Does not work on snow days. Snow days will be added at the end of the year unless prior arrangements have been made with the building principal. Working on snow days will be a flexible option determined by building need and work tasks.	June 11

Any deviations to this work calendar due to emergencies must be approved by the Asst. Superintendent of Human Resources



## ADMINISTRATOR/OFFICE PERSONNEL WORK CALENDAR SUMMARY

Number of Days	Job Titles	State Date 2019	Paid Holidays	Unpaid Non-Work Days	End Date 2020
10.5 months (219 days)	Some High School Assistant Principals	July 22	September 2 November 27-29 December 23-31 January 1 March 18-20 May 25	September 27 January 2 January 20 February 14 March 16-17  *Does not work on snow days. Will work on Feb. 17 and March 13 if snow make-up days are needed. Additional snow days will be added at the end of the year.	May 29
10.5 months (219 days)	Some Middle School Assistant Principals	July 22	September 2 November 27-29 December 23-31 January 1 March 18-20 May 25	October 25 January 2 January 20 March 16-17  *Does not work on snow days. Will work on Feb. 17 and March 13 if snow make-up days are needed. Additional snow days will be added at the end of the year.	May 28
10 months (approx. 191 days)	Attendance – High School	July 29		September 2, September 27 October 14 November 27-29 December 23-31 January 1-3, January 20 February 14 (March 13)* March 16-20 May 25  *Does not work on snow days. Snow days will be added at the end of the year. Will work on President’s Day. (Will also work on March 13 if more than one snow make-up day is needed.	May 22

Any deviations to this work calendar due to emergencies must be approved by the Asst. Superintendent of Human Resources