## 2018-2019 School Year Calendar

| Empl ID \#: |
| :--- |
| Job Title: |
| Location Name/Loc \#: |
| Work Telephone: |

X $=$ Contract Days
H $=$ Mandated or Declared Holiday
P $=$ Prep Days

X = Contract Days
H = Mandated or Declared Holiday
P = Prep Days
80\% - Tuesday through Friday - Traditional (147 Days)

|  | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | TO |  | CUM TOTALS |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| JULY | 2 | 3 | H/4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | 31 |  |  |  | Jul | 0 | 0 |
| AUGUST |  |  | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | P/22 | $\begin{array}{\|c\|} \hline \mathrm{P} / 23 \\ \mathrm{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \mathrm{P} / 24 \\ \mathrm{X} \\ \hline \end{array}$ | 27 | $\begin{gathered} 28 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 29 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 30 \\ \mathbf{X} \\ \hline \end{gathered}$ | $\begin{gathered} \hline 31 \\ \mathbf{X} \end{gathered}$ | Aug | 6 | 6 |
| SEPTEMBER | H/3 | $\begin{aligned} & 4 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 5 \\ & x \end{aligned}$ | 6 <br> $\mathbf{X}$ | 7 <br> $\mathbf{X}$ | 10 | $\begin{aligned} & 11 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 12 \\ & \mathbf{x} \end{aligned}$ | 13 <br> $\mathbf{X}$ <br> 1 | 14 <br> $X$ | 17 | $\begin{gathered} 18 \\ \mathrm{X} \end{gathered}$ | 19 <br> $\mathbf{X}$ | 20 $\times$ | 21 <br> $X$ | 24 | 25 <br> X | 26 $\times$ | 27 <br>  | 28 <br> $\mathbf{X}$ |  |  |  |  |  | Sep | 16 | 22 |
| OCTOBER | 1 | $\begin{aligned} & 2 \\ & x \end{aligned}$ | $\begin{aligned} & 3 \\ & x \end{aligned}$ | X X | X <br>  | 8 | X <br> $\mathbf{X}$ | 10 <br> $\mathbf{X}$ | 11 <br> $X$ | 12 <br> $X$ | 15 | 16 <br> $\mathbf{X}$ | 17 <br> $X$ | 18 <br> $\mathbf{X}$ | 19 <br> $\mathbf{X}$ | 22 | 23 $X$ | X <br>  <br>  | X X | X <br>  | 29 | 30 $\mathbf{X}$ | 31 <br> $\mathbf{X}$ |  |  | Oct | 18 | 40 |
|  |  |  |  |  |  |  |  |  |  |  | Chanksgiving Break |  |  |  |  | Thanksgiving Break |  |  |  |  |  |  |  |  |  |  |  |  |
| NOVEMBER |  |  |  | 1 $X$ | 2 $\mathbf{X}$ | 5 | 6 | 7 | 8 | 9 $\mathbf{X}$ | H/12 | 13 $\mathbf{X}$ | 14 $X$ | 15 $\mathbf{X}$ | 16 $\mathbf{X}$ | 19 | 20 | 21 | H/22 | H/23 | 26 | 27 $\mathbf{X}$ | 28 $X$ | 29 | 30 $\mathbf{X}$ | Nov | 14 | 54 |


| DECEMBER | 3 | $\begin{aligned} & \hline 4 \\ & \mathrm{X} \end{aligned}$ | ¢ | $\begin{aligned} & \hline 6 \\ & \mathrm{X} \end{aligned}$ | 7 $\mathbf{X}$ | 10 | $\begin{aligned} & \hline 11 \\ & \mathbf{X} \end{aligned}$ | $\begin{aligned} & \hline 12 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 13 \\ & \mathbf{x} \end{aligned}$ | 14 <br> $\mathbf{X}$ <br> 1 | 17 | $\begin{aligned} & 18 \\ & \mathbf{X} \\ & \hline \end{aligned}$ | $\begin{aligned} & 19 \\ & \mathbf{X} \end{aligned}$ | 20 $\times$ | 21 $X$ | H/24 | H/25 | 26 | 27 | 28 | H/31 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| JANUARY |  | H/1 | 2 | 3 | 4 | 7 | $\begin{aligned} & \hline 8 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 9 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 10 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 11 \\ & \mathbf{x} \end{aligned}$ | 14 | $\begin{aligned} & 15 \\ & \mathbf{x} \end{aligned}$ | $\begin{aligned} & 16 \\ & \mathbf{x} \end{aligned}$ | $\begin{aligned} & 17 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 18 \\ & \mathbf{X} \end{aligned}$ | H/21 | 22 | $\begin{gathered} 23 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 24 \\ \text { X } \end{gathered}$ | $\begin{gathered} 25 \\ \mathbf{x} \end{gathered}$ | 28 | 29 X | $\begin{gathered} 30 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 31 \\ \mathbf{X} \end{gathered}$ |  |
| FEBRUARY |  |  |  |  | $\begin{aligned} & 1 \\ & x \end{aligned}$ | 4 | $\begin{aligned} & \hline 5 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 6 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & \hline 7 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | 8 <br> X | 11 | $\begin{aligned} & \hline 12 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 13 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 14 \\ & \mathrm{X} \\ & \hline \end{aligned}$ | H/15 | H/18 | 19 | $\begin{gathered} 20 \\ \mathbf{X} \\ \hline \end{gathered}$ | $\begin{gathered} 21 \\ \mathbf{X} \\ \hline \end{gathered}$ | $\begin{gathered} 22 \\ \mathbf{x} \\ \hline \end{gathered}$ | 25 | $\begin{gathered} 26 \\ \mathbf{X} \\ \hline \end{gathered}$ | $\begin{gathered} 27 \\ \mathbf{X} \\ \hline \end{gathered}$ | $\begin{gathered} 28 \\ \text { X } \end{gathered}$ |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Spring Break |  |  |  |  |
| MARCH |  |  |  |  | $\begin{aligned} & 1 \\ & \mathrm{X} \end{aligned}$ | 4 | 5 <br> $\mathbf{X}$ | $\begin{aligned} & 6 \\ & x \end{aligned}$ | 7 <br> $\mathbf{X}$ | 8 <br> X <br> 1 | 11 | $\begin{aligned} & 12 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & 13 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | $\begin{gathered} 14 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{aligned} & \hline 15 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | 18 | $\begin{aligned} & 19 \\ & \mathbf{X} \\ & \hline \end{aligned}$ | $\begin{gathered} 20 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 21 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{gathered} 22 \\ \mathbf{x} \\ \hline \end{gathered}$ | 25 | 26 | 27 | 28 | 29 |
| APRIL | 1 | $\begin{aligned} & 2 \\ & x \end{aligned}$ | $\begin{aligned} & \hline 3 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & \hline 4 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 5 \\ & \mathrm{X} \end{aligned}$ | 8 | X <br>  | $\begin{aligned} & 10 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & 11 \\ & \mathbf{X} \end{aligned}$ | $\begin{aligned} & 12 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | 15 | $\begin{aligned} & 16 \\ & \mathbf{X} \\ & \hline \end{aligned}$ | $\begin{gathered} 17 \\ \mathbf{X} \end{gathered}$ | $\begin{aligned} & 18 \\ & \mathrm{X} \end{aligned}$ | $\begin{gathered} 19 \\ \mathbf{X} \end{gathered}$ | 22 | $\begin{gathered} 23 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 24 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} 25 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 26 \\ \mathbf{X} \\ \hline \end{gathered}$ | 29 | 30 <br> $\mathbf{X}$ |  |  |  |
| MAY |  |  | 1 <br> X | $\begin{aligned} & 2 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 3 \\ & \mathrm{X} \end{aligned}$ | 6 | 7 <br>  | $\begin{aligned} & \hline 8 \\ & \mathrm{X} \end{aligned}$ | X <br>  | 10 <br> $\mathbf{X}$ <br> 1 | 13 | $\begin{aligned} & 14 \\ & \mathrm{X} \end{aligned}$ | $\begin{gathered} 15 \\ \mathbf{X} \end{gathered}$ | $\begin{aligned} & 16 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 17 \\ & \mathbf{X} \end{aligned}$ | 20 | $\begin{aligned} & 21 \\ & \mathrm{X} \end{aligned}$ | $\begin{gathered} 22 \\ \mathrm{X} \end{gathered}$ | $\begin{gathered} 23 \\ \mathbf{X} \end{gathered}$ | 24 | H/27 | 28 | $\begin{gathered} 29 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 30 \\ X \end{gathered}$ | $\begin{aligned} & 31 \\ & \mathbf{X} \end{aligned}$ |
| JUNE | 3 | $\begin{aligned} & \hline 4 \\ & \mathrm{X} \end{aligned}$ | ¢ | 6 | 7 <br>  <br> $\mathbf{X}$ | 10 | 11 $X$ | $\begin{gathered} \mathrm{P} / 12 \\ \mathrm{X} \end{gathered}$ | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 |  |  |  |  |  |


| Dec | 12 | 66 |
| :---: | :---: | :---: |
| Jan | 14 | 80 |
| Feb | 14 | 94 |
| Mar | 13 | 107 |
| Apr | 17 | 124 |
| May | 17 | 141 |
| Jun | 6 | 147 |
| Total | 147 |  |


(Principal/Department Head Signature) (Date)

| PAYROLL USE ONLY |
| :--- |
| Input Date: |
| Input By: |
| Pay Group: |

I have discussed this work schedule with the employee and am approving it in order to meet instructional/program requirements.
Time and Labor Calendar $=\mathbf{P 8 0 \% T}$ _NO M

