

**2019-2020
Operational Calendar
Effective July 1, 2019**

Position	Start Date	Ending Duty Date	Contract Days
<u>Non-Certificated Staff:</u>			
Instructional/Media Asst.- 10 Month	08.20.19	06.01.20*	187
Secretary- 10 1/2 Month	08.13.19	06.08.20*&	197
Secretary- 12 Month	07.01.19	06.30.20	243
Cafeteria Assistant	08.23.19	06.01.20*^	182
Cafeteria PIC	08.20.19	06.01.20*%	185
Cafeteria Manager	08.19.19	06.01.20*%	186
Custodian IV	08.06.19	06.12.20#	210
Custodian- 12 Month	07.01.19	06.30.20	247
Head Custodian	07.01.19	06.30.20	247
Maintenance	07.01.19	06.30.20	247

Position	Start Date	Ending Duty Date	Contract Days
<u>Certificated Staff:</u>			
10 Month Staff	08.23.19	06.01.20*	187
10 1/2 Month Staff	08.13.19	06.08.20*	197
11 Month Staff	08.06.19	06.12.20!*+	207
12 Month Staff	07.01.19	06.30.20	243

Non-Work Days

Head Custodian/Custodian/Maintenance

- 1 Independence Day
- 1 Labor Day
- 1 Autumn Glory (if schools are closed)
- 1 Thanksgiving Day
- 1 Day after Thanksgiving Day
- 1 Christmas Eve (if schools are closed)
- 1 Christmas Day
- 1 New Year's Eve
- 1 New Year's Day
- 1 Martin Luther King Day (if schools are closed)
- 1 President's Day (if schools are closed)
- 1 Good Friday (if schools are closed)
- 1 Easter Monday (if schools are closed)
- 1 Memorial Day (if schools are closed)
- 1 Primary & General Election Days (if schools are closed)

15 Total Non Work Days for FY 20

Non-Work Days

12 Month Employees

- 1 Independence Day
- 1 Labor Day
- 1 Autumn Glory (if schools are closed)
- 1 Thanksgiving Day
- 1 Day after Thanksgiving Day
- 1 Christmas Eve (if schools are closed)
- 1 Christmas Day
- 4 Extra Days at Christmas
- 1 New Year's Eve
- 1 New Year's Day
- 1 Martin Luther King Day (if schools are closed)
- 1 President's Day (if schools are closed)
- 1 Good Friday (if schools are closed)
- 1 Easter Monday (if schools are closed)
- 1 Memorial Day (if schools are closed)
- 1 Primary & General Election Days (if schools are closed)

19 Total Non Work Days for FY20

- * Ending date will be revised depending on number of days schools are closed for inclement weather emergencies
- # Beginning and ending dates may be adjusted according to school needs; however, the duty year will not exceed 210 days
- ! Teacher duty year plus twenty days
- & Guidance Counselors, Nurses, and Nurse Managers work 10 days beyond the duty year
- ^ Cafeteria assistants work the 180 day school calendar plus one day prior to the first days for students and one day after student term
- % Cafeteria managers and PIC's work the 180 day school calendar plus five days for Cafeteria managers and plus four days for PIC's prior to the first days for students and one day after student term.
- + Beginning and ending dates may be adjusted according to school needs; however, the duty year will not exceed 207 days

NOTE: For Head Custodians/Custodian/Maintenance, per the Negotiated Agreement: Whenever any of the non-work days listed above fall on a weekend, a mutually upon agreed date will be selected for the non-work day.