

**Hourly Staff Calendars  
2019-2020**

<p><b><u>12-Month Secretaries</u></b></p> <p><b>Hourly Staff Development (Half Day):</b> 10/16/19 (AM); 2/17/20 (AM)</p> <p><b>Paid Holidays (10):</b> 9/2/19; 11/28/19, 11/29/19; 12/24/19, 12/25/19; 12/31/19, 1/1/20; 3/20/20; 5/25/20; 7/3/20</p> <p><b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b></p> <p><b>Snow Days: Report</b></p> <p><b>Vacation Days: Work with Supervisor</b></p> <p><b>1-4 yrs – 10 days; 5-9 yrs – 15 days; 10 + yrs – 20 days</b></p>	<p><b><u>Elementary Secretaries (214 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 1, 2019</p> <p><b>Hourly Staff Development (Half Day):</b> 10/16/19 (AM); 2/17/20 (AM)</p> <p><b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20</p> <p><b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b></p> <p><b>Non-work Days: Winter Break, Spring Break</b></p> <p><b>Snow Days: Report</b></p> <p><b>Last Day:</b> June 22, 2020</p>
<p><b><u>10-Mo. M. S. Secretaries (203 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 1, 2019</p> <p><b>Hourly Staff Development (Half Day):</b> 10/16/19 (AM); 2/17/20 (AM)</p> <p><b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20</p> <p><b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b></p> <p><b>Non-work Days: Winter Break, Spring Break</b></p> <p><b>Snow Days: Do Not Report (Make-up at end of year)</b></p> <p><b>Last Day:</b> June 11, 2020 (including 4 snow days)</p>	<p><b><u>10-Mo. H. S. Secretaries (208 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 1, 2019</p> <p><b>Hourly Staff Development (Half Day):</b> 10/16/19 (AM); 2/17/20 (AM)</p> <p><b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20</p> <p><b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b></p> <p><b>Non-work Days: Winter Break, Spring Break</b></p> <p><b>Snow Days: *Do Not Report (Make-up at end of year)</b></p> <p><b>Last Day:</b> June 18, 2020 (including 4 snow days)</p> <p><b>*Activity Director Secretary should report on snow days.</b></p>
<p><b><u>Van Drivers (181 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 9, 2019</p> <p><b>Hourly Staff Development (Half Day):</b> 10/16/19 (AM); 2/17/20 (AM)</p> <p><b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20</p> <p><b>Non-work Days:</b> 10/16/19 (PM), 10/17/19, 10/18/19; 11/27/19; Winter Break; 1/20/20; 2/13/20, 2/14/20, 2/17/20 (PM); Spring Break</p> <p><b>Snow Days: Do Not Report (Make-up at end of year)</b></p> <p><b>Last Day:</b> May 29, 2020 – ½ day only (including 4 snow days)</p>	<p><b><u>Hall Monitors (181 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 9, 2019</p> <p><b>Hourly Staff Development (Half Day):</b> 10/16/19 (AM); 2/17/20 (AM)</p> <p><b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20</p> <p><b>Non-work Days:</b> 10/16/19 (PM), 10/17/19, 10/18/19; 11/27/19; Winter Break; 1/20/20; 2/13/20, 2/14/20, 2/17/20 (PM); Spring Break</p> <p><b>Snow Days: Do Not Report (Make-up at end of year)</b></p> <p><b>Last Day:</b> May 29, 2020 – ½ day only (including 4 snow days)</p>
<p><b><u>Food Service Manager (187 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> July 31, 2019</p> <p><b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20</p> <p><b>Non-work Days:</b> 10/16/19, 10/17/19, 10/18/19; 11/27/19; Winter Break; 1/20/20; 2/13/20, 2/14/20, 2/17/20; Spring Break</p> <p><b>Snow Days: Report as needed</b></p> <p><b>Last Day:</b> May 29, 2020 (including 4 snow days)</p>	<p><b><u>Food Service Employees (182-187 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> *July 31, 2019 – August 7, 2019</p> <p><b>*Varies depending on employee duties</b></p> <p><b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20</p> <p><b>Non-work Days:</b> 10/16/19, 10/17/19, 10/18/19; 11/27/19; Winter Break; 1/20/20; 2/13/20, 2/14/20, 2/17/20; Spring Break</p> <p><b>Snow Days: Report as needed</b></p> <p><b>Last Day:</b> May 29, 2020 (including 4 snow days)</p>

<p><b><u>Paraprofessionals (183 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 7, 2019  <b>Hourly Staff Development (Half Day):</b>  10/16/19 (AM); 2/17/20 (AM)  <b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20  <b>Non-work Days:</b> 10/16/19 (PM), 10/17/19, 10/18/19; 11/27/19; Winter Break; 1/20/20; 2/13/20, 2/14/20, 2/17/20 (PM); Spring Break  <b>Snow Days: Do Not Report (Make-up at end of year)</b>  <b>Last Day:</b> May 29, 2020 – ½ day only (including 4 snow days)</p>	<p><b><u>CNA/CMA (183 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 7, 2019  <b>Hourly Staff Development (Half Day):</b>  10/16/19 (AM); 2/17/20 (AM)  <b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20  <b>Non-work Days:</b> 10/16/19 (PM), 10/17/19, 10/18/19; 11/27/19; Winter Break; 1/20/20; 2/13/20, 2/14/20, 2/17/20 (PM); Spring Break  <b>Snow Days: Do Not Report (Make-up at end of year)</b>  <b>Last Day:</b> May 29, 2020 – ½ day only (including 4 snow days)</p>
<p><b><u>Bilingual Liaison (203 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 1, 2019  <b>Hourly Staff Development (Half Day):</b>  10/16/19 (AM); 2/17/20 (AM)  <b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20  <b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b>  <b>Non-work Days:</b> Winter Break, Spring Break  <b>Snow Days: Do Not Report (Make-up at end of year)</b>  <b>Last Day:</b> June 11, 2020 (including 4 snow days)</p>	<p><b><u>Accompanist (181 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 9, 2019  <b>Hourly Staff Development (Half Day):</b>  10/16/19 (AM); 2/17/20 (AM)  <b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/25/19; 1/1/20; 3/20/20; 5/25/20  <b>Non-work Days:</b> 10/16/19 (PM), 10/17/19, 10/18/19; 11/27/19; Winter Break; 1/20/20; 2/13/20, 2/14/20, 2/17/20 (PM); Spring Break  <b>Snow Days: Do Not Report (Make-up at end of year)</b>  <b>Last Day:</b> May 29, 2020 – ½ day only (including 4 snow days)</p>
<p><b><u>12 Month Custodians/Maintenance/Grounds</u></b></p> <p><b>Paid Holidays (10):</b> 9/2/19; 11/28/19, 11/29/19; 12/24/19, 12/25/19; 12/31/19, 1/1/19; 3/20/20; 5/25/20; 7/3/20  <b>Snow Days: Report</b>  <b>Vacation Days: Work with Supervisor</b>  1-4 yrs – 10 days; 5-9 yrs – 15 days; 10 + yrs – 20 days</p>	<p><b><u>12-Month Part-Time Custodian – DSAC AM only</u></b></p> <p><b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/24/19; 12/25/19; 1/1/20; 5/25/20  <b>Non-work Days:</b> 12/31/19; 3/20/20; 7/3/20  <b>Snow Days: Report</b>  <b>Vacation Days: Work w/ Supervisor</b></p>
<p><b><u>10 Month Custodians (203-207 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date:</b> *August 2 – August 8, 2019  <b>*Varies depending on employee duties</b>  <b>Paid Holidays (7):</b> 9/2/19; 11/28/19, 11/29/19; 12/24/19; 12/25/19; 1/1/20; 5/25/20  <b>Non-work Days:</b> 12/31/19; 3/20/20  <b>Snow Days: Report</b>  <b>Last Day:</b> May 29, 2020</p>	<p><b><u>T.A.P. Intern (93 Days plus 3 Paid Holidays)</u></b></p> <p><b>Start Date:</b> August 6, 2019  <b>Paid Holidays (3):</b> 11/28/19, 11/29/19; 12/25/19  <b>Non-work Days:</b> 9/2/19; 10/16/19, 10/17/19, 10/18/19  <b>Snow Days: Do Not Report</b>  <b>Last Day:</b> December 20, 2019</p>