

## Salaried Staff Calendars 2021-2022

**Teachers** (1<sup>st</sup> Year Teachers – 196 Days)  
**New Teacher Orientation/Staff Development Days:**  
 August 2; August 3 (.5); November 24; February 21  
**Fall Workshop:** August 4,5,6,9,10  
**District Staff Development Days:** Fall Workshop, January 17  
**\*Building Staff Development Days/Teacher Workdays:**  
 Sept 7; Oct 13, 14; Jan 5, 17; Feb 16, 17; May 26 (.5 Day PM) (One flexible work day over winter break)  
**Parent-Teacher Conferences Comp Day:** October 15, February 18  
**Non-work Days:** Labor Day, Thanksgiving Break, Winter Break, Spring Break, Memorial Day  
**Snow Days:** These will be remote learning days. Refer to Inclement Weather Website  
**Last Day:** May 26 – ½ day for students

**Teachers** (Veterans - 194 Days)  
**Start Date for Veteran Staff:** August 4  
**Fall Workshop:** August 4,5,6,9,10  
**District Staff Development Days:** Fall Workshop, January 17  
**\*Building Staff Development Days/Teacher Workdays:**  
 Sept 7; Oct 13, 14; Jan 5, 17; Feb 16, 17; May 26 (.5 Day PM) (One flexible work day over winter break, Nov 24 or Feb 21)  
**Parent-Teacher Conferences Comp Day:** October 15, February 18  
**Non-work Days:** Labor Day, Thanksgiving Break, Winter Break, Presidents' Day, Spring Break, Memorial Day  
**Snow Days:** These will be remote learning days. Refer to Inclement Weather Website  
**Last Day:** May 26 – ½ day for students

**Nurses** (192 days)  
**Start Date:** August 4  
**Fall Workshop:** August 4,5,6,9,10  
**District Staff Development Days:** January 17  
**\*Building Staff Development Days/Teacher Workdays:**  
 Aug 4; Sept 7; Oct 13, 14; Jan. 5, 17; Feb 16, 17; May 26 (.5 Day PM) (One flexible work day over winter break, Nov 24 or Feb 21)  
**Parent-Teacher Conferences Comp Day:** October 15, February 18  
**Non-work Days:** Labor Day, Thanksgiving Break, Winter Break, Presidents' Day, Spring Break, Memorial Day  
**Snow Days:** These will be remote learning days. Refer to Inclement Weather Website  
**Last Day:** May 26 – ½ day for students

### Non-Traditional Certificated Staff Work Calendars

**Interventionists** (214 Days)  
**High School Counselors** (206 Days)

**Facilitators** (214 Days)  
**Special Ed Program Facilitators** (204 Days), (214 Days)  
**District Department Heads** (204 Days), (214 Days)

**Middle School Counselors** (206 Days)  
**Psychologists** (211 Days)  
**Dean** (214 days)

### Professional-Technical Salaried Employees

**Occupational & Physical Therapists** (192 Days)  
**Community Counselor/Social Worker** (209 Days)  
**Pro-Tech Salaried Employees** (220 Days), (12 month)

#### Calendar Parameters for Non-Traditional Certificated and Pro-Tech Salaried Employees

1. Earliest First Contract Day – First workday in August.
2. Latest Last Contract Day – Last workday in July.
3. Work the identified/Scheduled Work Days:
  - a. All Fall Workshop days
  - b. Last week of the school year
  - c. All staff days
  - d. All staff development days
  - e. All parent-teacher conference days, following the school schedule for evening conferences, if applicable.
4. Employee and supervisors discuss work to be done and determine work calendar:
  - a. Employee submits calendar to supervisor for approval prior to **August 4th**
  - b. Supervisor submits approved calendar to Human Resources prior to **August 11th**
5. Schedule additional days with your supervisor:
  - a. Weekends may not be used to meet contract days.
  - b. \*District Holidays are non-contract days and may not be used for additional days.
6. Days you are scheduled to work:
  - a. If an employee is sick on a scheduled work day he/she should use a sick day.
  - b. Employees may not flex scheduled work days for FMLA purposes.

#### **12-Month Salaried Employees**

- Snow Days: Report
- Ten Paid Holidays/Vacation Days: 1 year - 15 days; 2 + years – 20 days (Supervisor Approval Required)

**District Holidays:** 9/6/21, 11/25/21, 11/26/21, 12/24/21, 12/27/21, 12/30/21, 12/31/21, 4/8/22, 5/30/22, 7/4/22

**\*Building Staff Development Days/Teacher Workdays:** Dates may be interchangeable based on building needs.

**July 2021**