

Salaried Staff Calendars 2023-2024

<p><u>New Teachers (1st Year – 196 Days)</u> New Teacher Orientation/Professional Learning Day July 31 and Aug 1; November 22; February 19 Fall Workshop: August 3,4,7,8,9 *Professional Learning/Teacher Workdays: Sept 5; Oct 12, 16; Nov 6, 22, Jan 3, 15; Feb 16, 19; March 14, 18; May 23 (.5 Day PM) (One flexible work day over winter break) Parent-Teacher Conferences Comp Day: October 13, March 15 Non-work Days: Labor Day, Thanksgiving Break, Winter Break, Spring Break Snow Days: These will be remote learning days. Refer to Inclement Weather Website Last Day: May 23 – ½ day for students</p>	<p><u>Teachers (Veterans - 194 Days)</u> Start Date for Veteran Staff: August 3 Fall Workshop: August 3,4,7,8,9 *Professional Learning/Teacher Workdays: Sept 5; Oct 12, 16; Nov 6; Jan 3, 15; Feb 16; March 14,18 May 23 (.5 Day PM) (One flexible work day Nov 22, or over winter break, or Feb 19) Parent-Teacher Conferences Comp Day: October 13, March 15 Non-work Days: Labor Day, Thanksgiving Break, Winter Break, Presidents' Day, Spring Break Snow Days: These will be remote learning days. Refer to Inclement Weather Website Last Day: May 23 – ½ day for students</p>	<p><u>Nurses (192 days)</u> Start Date: August 3 Fall Workshop: August 3,4,7,8,9 Professional Learning Day: January 15 *Professional Learning/Teacher Workdays: Oct 12, 16; Nov 6; Jan. 15; Feb. 16; March 14,18; May 23 (.5 Day PM) (One flexible work day Nov 22, or over winter break, or Feb 19) Parent-Teacher Conferences Comp Day: October 13, March 15 Non-work Days: Labor Day, Sept 5, Thanksgiving Break, Winter Break, Jan 3, Presidents' Day, Spring Break Snow Days: These will be remote learning days. Refer to Inclement Weather Website Last Day: May 23 – ½ day for students</p>
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Non-Traditional Certificated Staff Work Calendars

Head Nurse (202 Days) Interventionists (214 Days) Facilitators (214 Days)
Middle School Counselors (206 Days) High School Counselors (206 Days) Psychologists (211 Days)
Elementary Admin Intern (199 Days) SPED Program Facilitators (204 Days), (214 Days)
District Department Heads (204 Days), (214 Days) Secondary 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 Professional Learning 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 3rd**
 - b. Supervisor submits approved calendar to Human Resources prior to **August 10th**
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: **9/4/23, 11/23/23, 11/24/23, 12/22/23, 12/25/23, 12/29/23, 1/1/24, 4/12/24, 5/27/24, 7/4/24**