

**Salaried Staff Calendars**

**2019-2020**

**Teachers** (Veterans - 192 Days/New Teachers – 194 Days)  
**New Teacher Orientation/Staff Development Days:**  
 August 1, 2, 5; January 3; March 16  
**Start Date for Veteran Staff:** August 5  
**Fall Workshop:** August 5, 6, 7, 8, 9  
**District Staff Development Days:** Fall Workshop, January 20  
**\*\*Building Staff Development Days/Teacher Workdays:**  
 October 16, 17; November 27 or December 23; January 20;  
 February 13, 17; May 29 (.5 Day PM)  
**Parent-Teacher Conferences Comp Day:**  
 October 18, February 14  
**Non-work Days:** Labor Day, Thanksgiving Break, Winter Break,  
 Spring Break, Memorial Day  
**Snow Days:** Do Not Report (Make-up at end of year)  
**Last Day:** May 29 – ½ day for students (including 4 snow days)

**Nurses** (192 Days)  
**Start Date:** August 5  
**Fall Workshop:** August 6, 7, 8, 9  
**District Staff Development Days:** January 20  
**\*\*Building Staff Development Days/Teacher Workdays:**  
 August 5; October 16, 17; November 27 or December 23;  
 January 20; February 13, 17; May 29 (.5 Day PM)  
**Parent-Teacher Conferences Comp Day:** October 18, February 14  
**Non-work Days:** Labor Day, Thanksgiving Break, Winter Break,  
 Spring Break, Memorial Day  
**Snow Days:** Do Not Report (Make-up at end of year)  
**Last Day:** May 29 – ½ day for students (including 4 snow days)

**Non-Traditional Certificated Staff Work Calendars**

<b>Interventionists</b> (212 Days)	<b>Facilitators</b> (212 Days)
<b>Middle School Counselors</b> (204 Days)	<b>High School Counselors</b> (204 Days)
<b>Special Education Program Facilitators</b> (202, 212 Days)	<b>District Department Heads</b> (202, 212 Days)
<b>Continuous Year Certificated Staff</b> (192 Days)	<b>Psychologists</b> (209 Days)

**Professional-Technical Salaried Employees**

<b>Occupational &amp; Physical Therapists</b> (192 Days)	<b>Community Counselor/Social Worker</b> (209 Days)	<b>Pro-Tech Salaried Employees</b> (220, 261 Days)
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**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 5<sup>th</sup>.
  - b. Supervisor submits approved calendar to Human Resources prior to August 12<sup>th</sup>.
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.
  - c. Do not report on **snow days**. Schedule make up days with the supervisor.
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: 1-4 yrs – 10 days; 5-9 yrs – 15 days; 10+ yrs – 20 days (Supervisor Approval Required)

\***District Holidays:** 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

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

\*\***Flexible work days** November 27 or December 23 may be interchangeable or personal leave day