

San Antonio Independent School District

Payroll Manual

2011 – 2012

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

BOARD OF EDUCATION

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DR. ROBERT J. DURÓN
Superintendent

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San Antonio Independent School District

141 Lavaca Street ! San Antonio, Texas 78210-1095

Telephone (210) 554-8530 Fax (210) 299-5572

Financial Services

BOARD OF EDUCATION

TO: Superintendents Cabinet, Department Heads and Principals

FROM: Larry A. Garza, Senior Executive Director, Financial Services

SUBJECT: **Payroll Procedures for the 2011-2012 School Year**

DATE: October 7, 2011

JAMES HOWARD
President

RUBÉN D. CUERO
Vice President

OLGA M. HERNANDEZ
Secretary

ADELA R. SEGOVIA
Asst. Secretary

ED GARZA
President-Elect

PATTI RADLE
Member

CARLOS VILLARREAL
Member

DR. ROBERT J. DURÓN
Superintendent

Please instruct your personnel that all questions regarding salaries, absences, and leave balances, must be directed to the Principal or Department Head. The Principal or Department Head will in turn direct the question to the proper department.

BI-WEEKLY PAYROLL

- A. It is required that the Bi-Weekly Payroll Time Report be used to sign-in and sign-out, and that hours be recorded daily. A school or department may utilize sign-in/sign-out records for all employees, including cafeteria employees and custodians. This sign-in/sign-out sheet is the source document for preparing the Bi-Weekly Payroll Time Report. If an employee is absent, the type of leave should be entered for that day. Employee signatures should be obtained if the employee is available to sign when the Bi-Weekly Payroll Time Report is submitted.

The Bi-Weekly Payroll Time Report is to be maintained by the head custodian, office secretary or other designee as authorized by the Department Head.

School Custodians overtime hours as calculated on the Bi-Weekly Payroll Time Report will be reported by school personnel to the Payroll Department on a Supplemental Pay Form (PR-5), upon Principals' authorization. **School personnel should obtain prior approval by telephone from the Plant Services Department if a custodian is to work additional hours.**

Plant Services maintenance employees' overtime hours as calculated on the Bi-Weekly Payroll Time Report are to be reported on Supplemental Pay Form (PR-5) and sent to the Payroll Department.

Food Service Warehousemen and workers overtime hours as calculated on the Bi-Weekly Payroll Time Report are to be reported on the Food Service Department Supplemental Pay Report and sent to the Payroll Department.

For information on computing overtime pay, refer to Administrative Procedure as outlined in, Section C. - Business and Support Services No. 3 Overtime Pay.

It is of utmost importance that strict adherence be maintained in complying with the Bi-Weekly Payroll Time Report due date. Specific dates for each Bi-Weekly Payroll are provided in the Payroll Manual (See attached schedule on pages **31-32**).

MONTHLY PAYROLL

- B. **THE MONTHLY PAYROLL REPORTING SCHEDULE** must be followed for reporting absences, substitutes, and hours worked. The dates listed must be met in order for the Payroll Department to meet payday deadlines. (See the attached schedules on pages **28-30**).
- C. **WEEKLY PAYROLL REPORT:** The Weekly Payroll Report must be prepared on Friday of each week and put in the "pony" or (**walked into the Payroll Office when required**) so that it will be received by the Payroll Department on the following Monday. This report will list any absences, substitutes, new employees, transfers in or out, and any deletions for each week. Employees with prior year leave will be allowed to use prior year leave on the first scheduled work day of the school year.

Below are some important things to remember in preparing the Weekly Payroll Report.

1. The Employee ID number is required for all personnel and substitutes. The accuracy of this number is very important due to the fact that it is an employee's identifying number in the payroll departments' data base.
2. If an employee was not previously submitted on the Weekly Payroll Report, then **a new Supplemental** Weekly Payroll Report should be turned in immediately to report that employee absence only.
3. In some instances, in the past, terminating employees have not been reported on the Weekly Payroll Report during the week in which they terminated. **Any change in personnel must be reported on the Weekly Payroll Report during the week in which it occurred, otherwise erroneous checks may be prepared.**

GENERAL INFORMATION

- D. **A CHECK REGISTER** will accompany the checks on payday. Please review the Check Register very carefully, and verify that each person listed is due the paycheck issued. At the same time, the Principal or Department Head should verify that these employees were on duty every day during the covered period, **except** for any sick days, or other days of absence up to the date of transfer or termination indicated on the Weekly Payroll Report.
- E. **REQUEST FOR CHANGE OF CODE FOR EMPLOYEE ABSENCE:** Requests for changes to the type of leave previously reported on the Weekly Payroll Report must be completed and approved by the Principal or Department Head. Approval by the appropriate Executive Director, Senior Executive Director or Associate Superintendent is required before any action is taken to change an employee's payroll record. Requests must be made within **60 days** of the date of absence, to be considered. Absence refunds that result from a change will be processed for the **next scheduled pay date** in accordance with the published cutoff in this manual.
- F. **LEAVE STATUS REPORT:** A copy is sent to each school and department on each pay date. This report shows each employee's leave balances from the prior period, leave taken during the pay period, current leave balance, and the total leave used for the school year. Refer to this report to answer employee questions regarding their leave balances. **It should be noted that employee leave balances are also reflected on each employee's pay stub.**

If any employee resigns prior to the end of their contract or notice of appointment, the leave records will be prorated and the leave record reduced by the used but unearned sick leave days, resulting in a payroll salary adjustment. This adjustment will be made on the employee's final check.

- G. **DIRECT DEPOSIT OF PAYROLL CHECKS:** All employees of the District are eligible to have their payroll checks deposited to their account at their financial institution. (See the attached application form for this service on Page **45-46**).

Paychecks will **normally** reach the various financial institutions for deposit the night before a scheduled pay date. Each employee using this service will receive an earning statement (voided check) on payday.

- H. **DISTRIBUTION OF PAYCHECKS:** Any questions regarding the distribution of paychecks should be directed to the Payroll Check Distribution Clerk at 554-8552. **If you erroneously receive a paycheck for an employee not located at your campus/ department, or for an employee who is no longer assigned to your campus/department, or for an employee out on an approved leave such as worker's compensation, medical leave, administrative leave, etc., return the check along with the check register to the Payroll Distribution Clerk in Finance. Do not mail, hold, or forward any checks.**
- I. **DISBURSEMENT OF CHECKS FOR EMPLOYEES TERMINATING:** Employees on the Direct to Bank Deposit Program, who resign, retire, are terminated, or go on any type of leave, will have their last check mailed to them through the U.S. Mail.
- J. **ANY ERRORS ON PAYCHECKS** are to be reported by the Principal or Department Head to the Payroll Department for correction. If the check itself is in error, return the payroll check **with the Check Register immediately**, to the Payroll Department.
- K. **PAYROLL PROCEDURES FOR HIRING PART-TIME/TEMPORARY EMPLOYEES:** All part-time employees are hired through the Personnel Department.



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

2011 - 2012 Instructional Calendar

Approved February 14, 2011

August

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15-19 - Staff Development/Work Days
22 - First Day of School

September

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 - Holiday - Labor Day

October

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18 - 21 State Testing
21 - End of 1st Nine Weeks
24 - Student Holiday/Staff Dev/Teacher Prof Time
25 - Start of 2nd Nine Weeks

November

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 - Veterans Day
21 - 25 Thanksgiving Holiday

December

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 - 30 Winter Break

January

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 - Holiday
16 - Holiday - MLK
20 - End of 2nd Nine Weeks
23 - Student Holiday/Staff Dev/Teacher Prof Time
24 - Start of 3rd Nine Weeks

February

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

20 - Student Holiday/Staff Dev/Teacher Prof Time/Bad Weather Day

March

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5, 7-9 - State Testing
12 - 16 Spring Break
26-30 State Testing
30 - End of 3rd Nine Weeks

April

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Student Holiday/Staff Dev/Teacher Prof Time
3 - Start of 4th Nine Weeks
6 - Holiday Good Friday
23-26 State Testing
27 - Holiday Battle of Flowers

May

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7 - 18 State Testing
28 - Holiday Memorial Day

June/July

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

6 - Last Day of School/End of 4th Nine Weeks
7 - Teacher Workday/Bad Weather Make-Up Day

Legend

	Holiday
	Holidays/Bad Weather Make-Up Day
Student Holidays/Staff Duty Days:	
	Work Day
	Staff Development/Teacher Prof Time
	Begin / End Grading Period
	Testing Dates

Nine Weeks: 1st = 44 2nd = 46
3rd = 43 4th = 44

182 Workday Calendar FOOD SERVICE COOKS 2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 10						

*15-18 Groc. Del/Cleanup Day (1 Day)

18 - Reporting Date

19 - All Staff Dev/Prep Day

22 - Begin 1st 9 Wks

*Food Service is using the 15th as a reporting Date

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	25	26	27	28	29
30	31					
Work Days per Mo = 21						

21 - End 1st 9 Wks

24 - Staff Dev/Student Holiday

25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day

21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	24	25	26	27	28
29	30	31				
Work Days per Mo = 19						

2 - Holiday - New Years

16 - Holiday - MLK Day

20 - End 2nd 9 Wks

23 - Scheduled Day Off/Student Holiday

24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-

Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break

30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 18						

2 - Scheduled Day Off/Student Holiday

3 - Begin 4th 9 Wks

6 - Holiday - Good Friday

27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 5						

6 - End of 4th 9 Wks

7 - Ending Date/Student Bad Weather Make Up

3/2/2011

183 Workday Calendar BUS DRIVERS/BUS ASSISTANTS 2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						12

16 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						21

5 - Holiday - Labor Day

OCTOBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	<24>	[25	26	27	28	29	
30	31	Work Days per Mo =					20

21 - End 1st 9 Wks
24 - Scheduled Day Off/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo =						16

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						12

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo =						19

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Scheduled Day Off /Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo =						21

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						17

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo =						18

2 - Scheduled Day Off/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						22

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6]	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo =						5

6 - End of 4th 9 Wks
7 - Ending Date/Student Bad Weather Make Up

5/6/2011

183 Workday Calendar
CLERKS/INSTRUCTIONAL ASSISTANTS
HS & MS ATTENDANCE CLERKS
2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 12						

16 - Reporting Date
 22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	[25	26	27	28	29
30	31	Work Days per Mo = 20				

21 - End 1st 9 Wks
 24 - Scheduled Day Off/Student Holiday
 25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
 21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo = 19						

2 - Holiday - New Years
 16 - Holiday - MLK Day
 20 - End 2nd 9 Wks
 23 - Scheduled Day Off/Student Holiday
 24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
 Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
 30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 18						

2 - Scheduled Day Off/Student Holiday
 3 - Begin 4th 9 Wks
 6 - Holiday - Good Friday
 27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 5						

6 - End of 4th 9 Wks
 7 - Ending Date/Student Bad Weather Make Up

185 Workday Calendar FS MANAGERS/INTERNS 2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						13

*4-5 Managers Staff Dev
*8-12 Registration
*15-18 Grocery Day/Cleanup (1 day)
15 - Reporting Date
19 - All staff Dev/Prep Day
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						21

5 - Holiday - Labor Day

OCTOBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	<24>	[25	26	27	28	29	
30	31	Work Days per Mo =					21

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo =						16

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						12

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo =						19

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Scheduled Day Off/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo =						21

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						17

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo =						18

2 - Scheduled Day Off/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						22

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo =						5

6 - End of 4th 9 Wks
7 - Ending Date/Student Bad Weather Make Up

3/22/2011

187 Workday Calendar

TEACHERS/LVN/MENTAL HEALTH ASST'S/CENTRAL OFFICE CLERKS/CHILD CARE PROVIDERS

2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 13						

15 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	[25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 5						

6 - End of 4th 9 Wks
7 - Ending Date/Student Bad Weather Make Up

6/1/2011

188 Workday Calendar
ELEM COUNSELORS/HS BOOKKEEPERS
2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 14						

12 - Reporting Date
 22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24	25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
 24 - Staff Dev/Student Holiday
 25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
 21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23	24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Years
 16 - Holiday - MLK Da
 20 - End 2nd 9 Wks
 23 - Staff Dev/Student Holiday
 24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
 Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
 30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
 3 - Begin 4th 9 Wks
 6 - Holiday - Good Friday
 27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 5						

6 - End of 4th 9 Wks
 7 - Ending Date/Student Bad Weather Make Up

190 Workday Calendar CHILD NUTR SPECIALIST 2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						18

*4-5 Mgrs Staff Dev
 8 - Reporting Date
 8 - 12 Registration
 15-18 Grocery Delivery/Cleanup Day (2 Day)
 19 - All Staff Dev/Prep Day
 22 - Begin 1st 9 Wks
 *Food Service is using the 4th as a reporting date.

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						21

5 - Holiday - Labor Day

OCTOBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	<24>	[25	26	27	28	29	
30	31	Work Days per Mo =					21

21 - End 1st 9 Wks
 24 - Staff Dev/Student Holiday
 25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo =						16

11 - Holiday - Veterans Day
 21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						12

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo =						19

2 - Holiday - New Years
 16 - Holiday - MLK Day
 20 - End 2nd 9 Wks
 23 - Scheduled Day Off/Student Holiday
 24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo =						21

20 - Staff Dev/Student Holiday-
 Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						17

12 - 16 Holiday - Spring Break
 30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo =						18

2 - Scheduled Day Off/Student Holiday
 3 - Begin 4th 9 Wks
 6 - Holiday - Good Friday
 27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						22

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo =						5

6 - End of 4th 9 Wks
 7 - Ending Date/Student Bad Weather Make Up

3/2/2011

**190 Workday Calendar
MIDDLE SCHOOL COUNSELORS
2011 - 2012 School Year**

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 15						

11 - Reporting Date
22 - Begin 1st 9 Wk

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21]	22
23	<24	[25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wk
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wk

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20]	21
22	<23	[24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Year's
16 - Holiday - MLK Day
20 - End 2nd 9 Wk
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wk

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30]	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wk

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wk
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6]	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 6						

6 - End of 4th 9 Wk
7 - Student Bad Weather Make Up Day
8 - Ending Date

192 Workday Calendar CAREER & TECH TEACHERS 2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 16						

10 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	[25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 7						

6 - End of 4th 9 Wks
7 - Student Bad Weather Make Up
11 - Ending Date

3/7/2011

**192 Work Day Calendar
PLANT SERVICE PAINTERS
2011 - 2012 School Year
EVERY FRIDAY SCHEDULED OFF**

JULY/AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						23

July 25 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						16

5 - Holiday - Labor Day

OCTOBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	<24>	[25	26	27	28	29	
30	31	Work Days per Mo =					17

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo =						17

24 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						13

26 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo =						16

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo =						17

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						16

12 - Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo =						17

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						18

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo =						16

6 - End of 4th 9 Wks
7 - Student Bad Weather Make Up

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Work Days per Mo =						11

2 - 6 - Holiday - 4th of July/District Closure
19 - Ending Date

197 Possible Workdays -5 Non-Paid Non Duty Days 192 Total Paid Workdays

3/28/2011

**192 Work Day Calendar
PLANT SERVICE PAINTERS
2011 - 2012 School Year
EVERY MONDAY SCHEDULED OFF**

JULY/AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						22

July 26 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						18

5 - Holiday - Labor Day

OCTOBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	<24>	25	26	27	28	29	
30	31	Work Days per Mo =					16

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo =						16

24 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						14

26 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	24	25	26	27	28
29	30	31				
Work Days per Mo =						16

3 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo =						17

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						17

16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo =						14

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						19

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo =						17

6 - End of 4th 9 Wks
7 - Student Bad Weather Make Up

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Work Days per Mo =						11

2 - 6 - Holiday - 4th of July/District Closure
20 - Ending Date

197 Possible Workdays
-5 Non-Paid Non Duty Days
192 Total Paid Workdays

3/2/2011

193 Workday Calendar

SPECIAL EDUCATION VAC TEACHERS/BEHAVIOR SPECIALIST

2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 16						

10 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	[25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 8						

6 - End of 4th 9 Wks
7 - Student Bad Weather Make Up
12 - Ending Date

3/2/2011

194 Workday Calendar LIBRARIANS 2011- 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 16						

10 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	[25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 9						

6 - End of 4th 9 Wks
7 - Student Bad Weather Make Up
13 - Ending Date

6/1/2011

197 Workday Calendar INSTRUCTIONAL COACHES 2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 18						

8 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	[25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 10						

6 - End of 4th 9 Wks
7 - Student Bad Weather Make Up
14 - Ending Date

3/2/2011

**198 Workday Calendar
ELEM & MS ASSISTANT PRINCIPAL!
HS Counselors
2011 - 2012 School Year**

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =						20

4 - Reporting Date
22 - Begin 1st 9 Wk

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =						21

5 - Holiday - Labor Da

OCTOBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	<24	25	26	27	28	29	
30	31	Work Days per Mo =					21

21 - End 1st 9 Wk
24 - Staff Dev/Student Holid:
25 - Begin 2nd 9 Wk

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo =						16

11 - Holiday - Veterans Da
21 - 25 Holiday - Thanksgvir

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						12

19 - 30 Holiday - Winter Bre:

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23	24	25	26	27	28
29	30	31				
Work Days per Mo =						20

2 - Holiday - New Year:
16 - Holiday - MLK Da
20 - End 2nd 9 Wk
23 - Staff Dev/Student Holid:
24 - Begin 3rd 9 Wk

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20	21	22	23	24	25
26	27	28	29			
Work Days per Mo =						21

20 - Staff Dev/Student Holid:
Student Bad Weather Make Up C

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =						17

12 - 16 Holiday - Spring Bre:
30 - End of 3rd 9 Wk

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo =						19

2 - Staff Dev/Student Holid:
3 - Begin 4th 9 Wk
6 - Holiday - Good Frida
27 - Holiday - Battle of Flowe

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =						22

28 - Holiday - Memorial Da

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo =						9

6 - End of 4th 9 Wk
7 - Student Bad Weather Make I
13 - Ending Date

3/2/2011

202 Workday Calendar
OCCUP THERP; PHYSICAL THERP; ADAPATIVE PE; ED DIAG.
2011 - 2012 School Year

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 22						

2 - Reporting Date
 22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
 24 - Staff Dev/Student Holiday
 25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 16						

11 - Holiday - Veterans Day
 21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 12						

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Years
 16 - Holiday - MLK Day
 20 - End 2nd 9 Wks
 23 - Staff Dev/Student Holiday
 24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
 Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

12 - 16 Holiday - Spring Break
 30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
 3 - Begin 4th 9 Wks
 6 - Holiday - Good Friday
 27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 11						

6 - End of 4th 9 Wks
 7 - Student Bad Weather Make Up
 15 - Ending Date

**210 Workday Calendar
CENTRAL OFFICE PROFESSIONALS/PARAPROFESSIONALS
HS ASSISTANT PRINCIPALS/DEANS
2011 - 2012 School Year**

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo = 7					

July 5 - July 8 District Closure
21 - Reporting Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	Work Days per Mo = 23					

22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	Work Days per Mo = 21					

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
	Work Days per Mo = 16					

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Work Days per Mo = 12					

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	24	25	26	27	28
29	30	31				
	Work Days per Mo = 20					

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
	Work Days per Mo = 21					

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Work Days per Mo = 17					

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
	Work Days per Mo = 19					

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	Work Days per Mo = 22					

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Work Days per Mo = 11					

6 - End of 4th 9 Wks
7 - Student Bad Weather Make Up
15 - Ending Date

3/2/2011

**210 Workday Calendar
 SP. ED. DEPARTMENT PERSONNEL ONLY
 2011 - 2012 School Year**

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo =					2

July 5 - July 8 District Closure
 28 - Reporting Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work Days per Mo =					23	

22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo =					21	

5 - Holiday - Labor Day

OCTOBER							
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	<24>	25	26	27	28	29	
30	31	Work Days per Mo =					21

21 - End 1st 9 Wks
 24 - Staff Dev/Student Holiday
 25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo =					16	

11 - Holiday - Veterans Day
 21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =					12	

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	24	25	26	27	28
29	30	31				
Work Days per Mo =					20	

2 - Holiday - New Years
 16 - Holiday - MLK Day
 20 - End 2nd 9 Wks
 23 - Staff Dev/Student Holiday
 24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo =					21	

20 - Staff Dev/Student Holiday-
 Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo =					17	

12 - 16 Holiday - Spring Break
 30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo =					19	

2 - Staff Dev/Student Holiday
 3 - Begin 4th 9 Wks
 6 - Holiday - Good Friday
 27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo =					22	

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo =					16	

6 - End of 4th 9 Wks
 7 - Student Bad Weather Make Up
 22 - Ending Date

**215 Workday Calendar
PRINCIPALS/SECRETARIES (ELEM-M:
(HS/MS/ES) DATA CLERK:
2011 - 2012 School Year**

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo =					12

July 5 - July 8 District Closure
14 - Reporting Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	Work Days per Mo =					23

22 - Begin 1st 9 Wk

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	Work Days per Mo =					21

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24	25	26	27	28	29
30	31	Work Days per Mo =				21

21 - End 1st 9 Wk
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wk

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
	Work Days per Mo =					16

11 - Holiday - Veterans Day
21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Work Days per Mo =					12

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23	24	25	26	27	28
29	30	31				
	Work Days per Mo =					20

2 - Holiday - New Year's
16 - Holiday - MLK Day
20 - End 2nd 9 Wk
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wk

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20	21	22	23	24	25
26	27	28	29			
	Work Days per Mo =					21

20 - Staff Dev/Student Holiday
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Work Days per Mo =					17

12 - 16 Holiday - Spring Break
30 - End of 3rd 9 Wk

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
	Work Days per Mo =					19

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wk
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	Work Days per Mo =					22

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Work Days per Mo =					11

6 - End of 4th 9 Wk
7 - Student Bad Weather Make Up Day
15 - Ending Date

3/2/2011

225 Workday Calendar
HIGH SCHOOL CAREER & TECH TEACHERS
2011 - 2012 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo =					15

July 5 - July 8 District Closure
 11 - Reporting Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	Work Days per Mo =					23

22 - Begin 1st 9 Wk

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	Work Days per Mo =					21

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24	25	26	27	28	29
30	31	Work Days per Mo =				21

21 - End 1st 9 Wk
 24 - Staff Dev/Student Holid:
 25 - Begin 2nd 9 Wk

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
	Work Days per Mo =					16

11 - Holiday - Veterans Day
 21 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Work Days per Mo =					12

19 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23	24	25	26	27	28
29	30	31				
	Work Days per Mo =					20

2 - Holiday - New Year's
 16 - Holiday - MLK Day
 20 - End 2nd 9 Wk
 23 - Staff Dev/Student Holid:
 24 - Begin 3rd 9 Wk

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20	21	22	23	24	25
26	27	28	29			
	Work Days per Mo =					21

20 - Staff Dev/Student Holid:
 Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Work Days per Mo =					17

12 - 16 Holiday - Spring Break
 30 - End of 3rd 9 Wk

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
	Work Days per Mo =					19

2 - Staff Dev/Student Holid:
 3 - Begin 4th 9 Wk
 6 - Holiday - Good Friday
 27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	Work Days per Mo =					22

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Work Days per Mo =					18

6 - End of 4th 9 Wk
 7 - Student Bad Weather Make Up Day
 26 - Ending Date

3/2/2011

230 Workday Calendar

HS PRINCIPALS; HS AG TCHRS; ROTC INSTRUCTORS; HS SECRETARIES & REGISTRARS

CENTRAL OFFICE PROFESSIONAL & PARAPROFESSIONALS

2011 - 2012 School Year

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Work Days per Mo =					20

1 - Reporting Date
5 - 8 District Closure
14 - Reporting Date

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	Work Days per Mo =					23

22 - Begin 1st 9 Wk

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	Work Days per Mo =					21

5 - Holiday - Labor Da

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24	25	26	27	28	29
30	31	Work Days per Mo =				21

21 - End 1st 9 Wk
24 - Staff Dev/Student Holid:
25 - Begin 2nd 9 Wk

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
	Work Days per Mo =					16

11 - Holiday - Veterans Da
21 - 25 Holiday - Thanksgvir

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Work Days per Mo =					12

19 - 30 Holiday - Winter Bre:

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23	24	25	26	27	28
29	30	31				
	Work Days per Mo =					20

2 - Holiday - New Year:
16 - Holiday - MLK Da
20 - End 2nd 9 Wk
23 - Staff Dev/Student Holid:
24 - Begin 3rd 9 Wk

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20	21	22	23	24	25
26	27	28	29			
	Work Days per Mo =					21

20 - Staff Dev/Student Holid:
Student Bad Weather Make Up C

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Work Days per Mo =					17

12 - 16 Holiday - Spring Bre:
30 - End of 3rd 9 Wk

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
	Work Days per Mo =					19

2 - Staff Dev/Student Holid:
3 - Begin 4th 9 Wk
6 - Holiday - Good Frida
27 - Holiday - Battle of Flowe

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	Work Days per Mo =					22

28 - Holiday - Memorial Da

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Work Days per Mo =					21

6 - End of 4th 9 Wk
7 - Student Bad Weather Make I
29 - Ending Date

233 Possible Workdays
-3 Non-Paid Non Duty Days
230 Total Paid Workday

240 Work Day Calendar

Plant, Transportation, Operations, and Custodial Employees

2011 - 2012 School Year

JULY/AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26	27
28	29	30	31			
Work Days per Mo = 28						

July 25 - Reporting Date
22 - Begin 1st 9 Wks

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Work Days per Mo = 21						

5 - Holiday - Labor Day

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<24>	[25	26	27	28	29
30	31	Work Days per Mo = 21				

21 - End 1st 9 Wks
24 - Staff Dev/Student Holiday
25 - Begin 2nd 9 Wks

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work Days per Mo = 20						

24 - 25 Holiday - Thanksgiving

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 17						

26 - 30 Holiday - Winter Break

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<23>	[24	25	26	27	28
29	30	31				
Work Days per Mo = 20						

2 - Holiday - New Years
16 - Holiday - MLK Day
20 - End 2nd 9 Wks
23 - Staff Dev/Student Holiday
24 - Begin 3rd 9 Wks

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<20>	21	22	23	24	25
26	27	28	29			
Work Days per Mo = 21						

20 - Staff Dev/Student Holiday-
Student Bad Weather Make Up Day

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work Days per Mo = 21						

16 Holiday - Spring Break
30 - End of 3rd 9 Wks

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	<2>	[3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work Days per Mo = 19						

2 - Staff Dev/Student Holiday
3 - Begin 4th 9 Wks
6 - Holiday - Good Friday
27 - Holiday - Battle of Flowers

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work Days per Mo = 22						

28 - Holiday - Memorial Day

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work Days per Mo = 21						

6 - End of 4th 9 Wks
7 - Student Bad Weather Make Up

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Work Days per Mo = 14						

2 - 6 - Holiday - 4th of July/District Closure
20 - Ending Date

245 Possible Workdays
-5 Non-Paid Non Duty Days
240 Total Paid Workdays

3/2/2011

MONTHLY

2011-2012 For Leave and Supplemental

WEEKLY PAYROLL REPORT PERIOD	WEEKLY PAYROLL REPORT DUE DATE	SUPPLEMENTAL PAY REPORT/ DUE DATE	<i>PAY DATE</i>
<u>08-01-11 THRU 08-05-11</u> <u>08-08-11 THRU 08-12-11</u> <u>08-15-11 THRU 08-19-11</u> <u>08-22-11 THRU 08-26-11</u>	<u>08-08-11</u> <u>08-15-11</u> <u>08-22-11</u> <u>08-29-11</u>	08-28-11	<i>09-28-11</i>
<u>08-29-11 THRU 09-02-11</u> <u>09-05-11 THRU 09-09-11</u> <u>09-12-11 THRU 09-16-11</u> <u>09-19-11 THRU 09-23-11</u> <u>09-26-11 THRU 09-30-11</u>	<u>09-06-11 DO NOT PONY WALK IN BY 10:00 AM</u> <u>09-12-11</u> <u>09-19-11</u> <u>09-26-11</u> <u>10-03-11</u>	10-03-11	<i>10-26-11</i>
	0:00		
<u>10-03-11 THRU 10-07-11</u> <u>10-10-11 THRU 10-14-11</u> <u>10-17-11 THRU 10-21-11</u>	<u>10-10-11</u> <u>10-17-11</u> <u>10-24-11</u>	10-24-11	<i>11-18-11</i>
<u>10-24-11 THRU 10-28-11</u> <u>10-31-11 THRU 11-04-11</u> <u>11-07-11 THRU 11-11-11</u>	<u>10-31-11 DO NOT PONY WALK IN BY 10:00AM</u> <u>11-07-11 DO NOT PONY WALK IN BY 10:00AM</u> <u>11-14-11</u>	11-14-11	<i>12-16-11</i>
<u>11-14-11 THRU 11-18-11</u> <u>11-28-11 THRU 12-02-11</u> <u>12-05-11 THRU 12-09-11</u> <u>12-12-11 THRU 12-16-11</u>	11-28-11 12-05-11 12-12-11 01-03-12 <u>DO NOT PONY WALK IN BY 10:00 AM</u>	01-03-12	<i>01-24-12</i>

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

MONTHLY

2011-2012

For Leave and Supplemental

WEEKLY PAYROLL REPORT PERIOD	WEEKLY PAYROLL REPORT DUE DATE	SUPPLEMENTAL PAY REPORT/ DUE DATE	PAY DATE
<u>01-03-12 THRU 01-06-12</u>	<u>01-09-12 DO NOT PONY WALK IN BY 10:00 AM</u>		
<u>01-09-12 THRU 01-13-12</u> <u>01-17-12 THRU 01-20-12</u> <u>01-24-12 THRU 01-27-12</u>	<u>01-17-12</u> <u>01-23-12</u> <u>01-30-12</u>	01-30-12	02-22-12
<u>01-30-12 THRU 02-03-12</u> <u>02-06-12 THRU 02-10-12</u> <u>02-13-12 THRU 02-17-12</u>	<u>02-06-12</u> <u>02-13-12</u> <u>02-20-12</u>	02-20-12	03-28-12
<u>02-20-12 THRU 02-24-12</u> <u>02-27-12 THRU 03-02-12</u> <u>03-05-12 THRU 03-09-12</u> <u>03-19-12 THRU 03-23-12</u>	<u>02-27-12</u> <u>03-05-12</u> <u>03-19-12</u> <u>03-26-12</u>	03-26-12	04-25-12
<u>03-26-12 THRU 03-30-12</u>	<u>04-02-12 DO NOT PONY WALK-IN BY 10:00 AM</u>		
<u>04-02-12 THRU 04-05-12</u> <u>04-09-12 THRU 04-13-12</u>	<u>04-09-12</u> <u>04-16-12 DO NOT PONY WALK IN BY 10:00AM</u>	04-30-12	05-23-12
<u>04-16-12 THRU 04-20-12</u> <u>04-23-12 THRU 04-26-12</u>	<u>04-23-12</u> <u>04-30-12</u>		
<u>04-30-12 THRU 05-04-12</u> <u>05-07-12 THRU 05-11-12</u> <u>05-14-12 THRU 05-18-12</u> <u>05-21-12 THRU 05-25-12</u>	<u>05-07-12</u> <u>05-14-12</u> <u>05-21-12 DO NOT PONY WALK IN BY 10:00 AM</u> <u>05-29-12 DO NOT PONY WALK IN BY 10:00 AM</u>	05-29-12	06-27-12

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

MONTHLY

2011-2012 For Leave and Supplemental

WEEKLY PAYROLL REPORT PERIOD	WEEKLY PAYROLL REPORT DUE DATE	SUPPLEMENTAL PAY REPORT/ DUE DATE	PAY DATE
<u>05-29-12 THRU 06-01-12</u> <u>06-04-12 THRU 06-08-12</u> <u>06-11-12 THRU 06-15-12</u> <u>06-18-12 THRU 06-22-12</u>	<u>06-04-12</u> <u>06-11-12 DO NOT PONY</u> <u>WALK IN BY 10:00 AM</u> <u>06-18-12 DO NOT PONY</u> <u>WALK IN BY 10:00 AM</u> <u>06-25-12</u>	06-25-12	07-25-12
<u>06-25-12 THRU 06-29-12</u> <u>07-09-12 THRU 07-13-12</u> <u>07-16-12 THRU 07-20-12</u> <u>07-23-12 THRU 07-27-12</u>	<u>07-09-12</u> <u>07-16-12</u> <u>07-23-12</u> <u>07-30-12</u>	07-30-12	08-22-12
<u>07-30-12 THRU 08-03-12</u> <u>08-06-12 THRU 08-10-12</u> <u>08-13-12 THRU 08-17-12</u> <u>08-20-12 THRU 08-24-12</u>	<u>08-06-12</u> <u>08-13-12</u> <u>08-20-12</u> <u>08-27-12</u>	08-27-12	09-26-12
<u>08-27-12 THRU 08-31-12</u> <u>09-04-12 THRU 09-07-12</u> <u>09-10-12 THRU 09-14-12</u> <u>09-17-12 THRU 09-21-12</u> <u>09-24-12 THRU 09-28-12</u>	<u>09-04-12 DO NOT PONY</u> <u>WALK IN BY 10:00 AM</u> <u>09-10-12</u> <u>09-17-12</u> <u>09-24-12</u> <u>10-01-12 DO NOT PONY</u> <u>WALK IN BY 10:00 AM</u>	10-02-12	10-24-12

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

PAYROLL SCHEDULES MAY AT TIMES BE UPDATED TO REFLECT UNEXPECTED CHANGES DURING THE SCHOOL YEAR. PLEASE CHECK THE ONLINE PAYROLL MANUAL PERIODICALLY FOR REVISED/UPDATED PAYROLL SCHEDULES. SCHEDULED PAY DATES ARE ESTABLISHED BASED ON BOARD POLICY.

BI-WEEKLY

2011-2012

BI-WEEKLY PAYROLL REPORTING SCHEDULE

REPORTING PERIOD For Leave and Supplemental Pay	TIME SHEETS AND SUPPLEMENTAL DUE DATE	PAYDATE	DEDUCTIO NS TO BE TAKEN
07-09-11 THRU 07-22-11	07-25-11	08-05-11	GROUP A
07-23-11 THRU 08-05-11	08-08-11	08-19-11	GROUP B
08-06-11 THRU 08-19-11	08-22-11	09-02-11	GROUP A
08-20-11 THRU 09-02-11 WALK IN DUE BY 10:00 AM	09-06-11	09-16-11	GROUP B
09-03-11 THRU 09-16-11	09-19-11	09-30-11	NONE
09-17-11 THRU 09-30-11	10-03-11	10-14-11	GROUP A
10-01-11 THRU 10-14-11	10-17-11	10-28-11	GROUP B
10-15-11 THRU 10-28-11 WALK IN DUE BY 10:00 AM	10-31-11	11-10-11	GROUP A
10-29-11 THRU 11-04-11 WALK IN DUE BY 10:00 AM	11-07-11	11-25-11	GROUP B
11-05-11 THRU 11-10-11 11-12-11 THRU 11-25-11	11-14-11 11-28-11	12-09-11	GROUP A
11-26-11 THRU 12-02-11 WALK IN DUE BY 10:00 AM	12-05-11	12-23-11	GROUP B
12-03-11 THRU 12-09-11 WALK IN DUE BY 10:00 AM	12-12-11	01-06-12	GROUP A
12-10-11 THRU 12-23-11 12-24-11 THRU 01-06-12 WALK IN DUE BY 10:00 AM	01-03-12 01-09-12	01-20-12	GROUP B
01-07-12 THRU 01-20-12	01-23-12	02-03-12	GROUP A
01-21-12 THRU 02-03-12	02-06-12	02-17-12	GROUP B
02-04-12 THRU 02-17-12	02-20-12	03-02-12	GROUP A
02-18-12 THRU 02-24-12	02-27-12	03-16-12	GROUP B

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN **RED**.

BI-WEEKLY

2011-2012

BI-WEEKLY PAYROLL REPORTING SCHEDULE

REPORTING PERIOD For Leave and Supplemental Pay	TIME SHEETS AND SUPPLEMENTAL DUE DATE	PAYDATE	DEDUCTIONS TO BE TAKEN
02-25-12 THRU 03-16-12	03-19-12	03-30-12	NONE
03-17-12 THRU 03-30-12 WALK IN DUE BY 10:00 AM	04-02-12	04-13-12	GROUP A
03-31-12 THRU 04-13-12 WALK IN DUE BY 10:00 AM	04-16-12	04-26-12	GROUP B
04-14-12 THRU 04-26-12	04-30-12	05-11-12	GROUP A
04-28-12 THRU 05-11-12	05-14-12	05-25-12	GROUP B
05-12-12 THRU 05-25-12 WALK IN DUE BY 10:00 AM	05-29-12	06-08-12	GROUP A
05-26-12 THRU 06-08-12 WALK IN DUE BY 10:00 AM	06-11-12	06-22-12	GROUP B
06-09-12 THRU 06-15-12 WALK IN DUE BY 10:00 AM	06-18-12	07-06-12	GROUP A
06-16-12 THRU 06-29-12	07-09-12	07-20-12	GROUP B
06-30-12 THRU 07-06-12	07-09-12		
07-07-12 THRU 07-20-12	07-23-12	08-03-12	GROUP A
07-21-12 THRU 08-03-12	08-06-12	08-17-12	GROUP B
08-04-12 THRU 08-17-12	08-20-12	08-31-12	NONE
08-18-12 THRU 08-31-12 WALK IN DUE BY 10:00 AM	09-04-12	09-14-12	GROUP A
09-1-12 THRU 09-14-12	09-17-12	09-28-12	GROUP B

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN **RED**.

GROUP A

Annuities
 TRS Special Svc Buy Back
 Organization Dues
 Union Dues /Credit Unions
 Income Replacement

GROUP B

Health Insurance
 Dental Insurance
 Life Insurance
 United Way

PAYROLL SCHEDULES MAY AT TIMES BE UPDATED TO REFLECT UNEXPECTED CHANGES DURING THE SCHOOL YEAR. PLEASE CHECK THE ONLINE PAYROLL MANUAL PERIODICALLY FOR REVISED/UPDATED PAYROLL SCHEDULES. SCHEDULED PAY DATES ARE ESTABLISHED BASED ON BOARD POLICY.

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2011-2012

WEEKLY PAYROLL REPORT PERIOD			WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
07-25-11	THRU	07-29-11	08-01-11	
08-01-11	THRU	08-05-11	08-08-11	08-19-11
08-08-11	THRU	08-12-11	08-15-11	
08-15-11	THRU	08-19-11	08-22-11	09-02-11
08-22-11	THRU	08-26-11	08-29-11	
08-29-11	THRU	09-02-11	09-06-11	09-16-11 <i>(10 days)</i>
WALK-IN DUE BY 10:00 AM				
09-05-11	THRU	09-09-11	09-12-11	09-30-11
09-12-11	THRU	09-16-11	09-19-11	<i>(9 days)</i>
09-19-11	THRU	09-23-11	09-26-11	10-14-11
09-26-11	THRU	09-30-11	10-03-11	<i>(10 days)</i>
10-03-11	THRU	10-07-11	10-10-11	10-28-11
10-10-11	THRU	10-14-11	10-17-11	<i>(10 days)</i>
10-17-11	THRU	10-21-11	10-24-11	
10-24-11	THRU	10-28-11	10-31-11	11-10-11 <i>(9 days)</i>
WALK-IN DUE BY 10:00 AM				
10-31-11	THRU	11-04-11	11-07-11	11-25-11 <i>(5 days)</i>
WALK-IN DUE BY 10:00 AM				
11-07-11	THRU	11-11-11	11-14-11	12-09-11
11-14-11	THRU	11-18-11	11-28-11	<i>(9 days)</i>

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE PAYROLL TO BE WALKED INTO THE PAYROLL

OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN **RED**.

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2011-2012

WEEKLY PAYROLL REPORT PERIOD				WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
11-28-11	THRU	12-02-11	WALK-IN DUE BY 10:00 AM	12-05-11	12-23-11 <i>(5 days)</i>
12-05-11	THRU	12-09-11	WALK-IN DUE BY 10:00 AM	12-12-11	01-06-12 <i>(5 days)</i>
12-12-11	THRU	12-16-11	WALK-IN DUE BY 10:00 AM	01-03-12	01-20-12 <i>(9 days)</i>
01-02-12	THRU	01-06-12	WALK-IN DUE BY 10:00 AM	01-09-12	
01-09-12	THRU	01-13-12		01-17-12	02-03-12 <i>(9 days)</i>
01-17-12	THRU	01-20-12		01-23-12	
01-23-12	THRU	01-27-12		01-30-12	02-17-12 <i>(9 days)</i>
01-30-12	THRU	02-03-12		02-06-12	
02-06-12	THRU	02-10-12		02-13-12	03-02-12 <i>(10 days)</i>
02-13-12	THRU	02-17-12		02-20-12	
02-20-12	THRU	02-24-12		02-27-12	03-16-12 <i>(4 days)</i>
02-27-12	THRU	03-02-12		03-05-12	03-30-12 <i>(10 days)</i>
03-05-12	THRU	03-09-12		03-19-12	
03-19-12	THRU	03-23-12		03-26-12	04-13-12 <i>(10 days)</i>
03-26-12	THRU	03-30-12	WALK-IN DUE BY 10:00 AM	04-02-12	

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2011-2012

WEEKLY PAYROLL REPORT PERIOD			WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
04-02-12	THRU	04-05-12	04-09-12	
04-09-12	THRU	04-13-12	04-16-12	04-26-12 <i>(8 days)</i>
WALK-IN DUE BY 10:00 AM				
04-16-12	THRU	04-20-12	04-23-12	05-11-12
04-23-12	THRU	04-26-12	04-30-12	<i>(9 days)</i>
04-30-12	THRU	05-04-12	05-07-12	05-25-12
05-07-12	THRU	05-11-12	05-14-12	<i>(10 days)</i>
05-14-12	THRU	05-18-12	05-21-12	
05-21-12	THRU	05-25-12	05-29-12	06-08-12 <i>(10 days)</i>
WALK-IN DUE BY 10:00 AM				
05-29-12	THRU	06-01-12	06-04-12	
06-04-12	THRU	06-08-12	06-11-12	06-22-12 <i>(7 days)</i>
WALK-IN DUE BY 10:00 AM				
06-11-12	THRU	06-15-12	06-18-12	07-06-12
WALK-IN DUE BY 10:00 AM				
06-18-12	THRU	06-22-12	06-25-12	
06-25-12	THRU	06-29-12	07-09-12	07-20-12
07-09-12	THRU	07-13-12	07-16-12	
07-16-12	THRU	07-20-12	07-23-12	08-03-12

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2011-2012

WEEKLY PAYROLL REPORT PERIOD			WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
07-23-12	THRU	07-27-12	07-30-12	
07-30-12	THRU	08-03-12	08-06-12	08-17-12
08-06-12	THRU	08-10-12	08-13-12	
08-13-12	THRU	08-17-12	08-20-12	08-31-12
08-20-12	THRU	08-24-12	08-27-12	
08-27-12	THRU	08-31-12	09-04-12	09-14-12 <i>(10 days)</i>
WALK-IN DUE BY 10:00 AM				
09-03-12	THRU	09-07-12	09-10-12	09-28-12
09-10-12	THRU	09-14-12	09-17-12	<i>(9 days)</i>
09-17-12	THRU	09-21-12	09-24-12	
09-24-12	THRU	09-28-12	10-01-12	10-12-12 <i>(10 days)</i>

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

**TABLE FOR RECORDING ABSENCES LESS THAN
ONE DAY**

EIGHT HOUR EMPLOYEE		SEVEN AND ONE HALF HOUR EMPLOYEE	
HOURS/ABSENT MINUTES	TIME ABSENT (IN TENTHS)	HOURS ABSENT MINUTES	TIME ABSENT (IN TENTHS)
0:01 to 0:48	.1	0:01 to 0:45	.1
0:49 to 1:36	.2	0:46 to 1:30	.2
1:37 to 2:24	.3	1:31 to 2:15	.3
2:25 to 3:12	.4	2:16 to 3:00	.4
3:13 to 4:00	.5 (½)	3:01 to 3:45	.5 (½ day)
4:01 to 4:48	.6	3:46 to 4:30	.6
4:49 to 5:36	.7	4:31 to 5:15	.7
5:37 to 6:24	.8	5:16 to 6:00	.8
6:25 to 7:12	.9	6:01 to 6:45	.9
7:13 to 8:00	1.0 (1 day)	6:46 to 7:30	1.0 (1 day)

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
COMPUTATION OF ACCUMULATED LEAVE
FOR FULL TIME 8 HOUR DAY EQUIVALENT EMPLOYEES**

	<i>NUMBER OF LOCAL PERSONAL WORK DAYS LEAVE</i>	<i>STATE LEAVE</i>
0 - 17	.0	.0
18 - 35	.5	.5
36 - 53	1.0	1.0
54 - 71	1.5	1.5
72 - 89	2.0	2.0
90 - 107	2.5	2.5
108 - 125	3.0	3.0
126 - 143	3.5	3.5
144 - 161	4.0	4.0
162 - 179	4.5	4.5
180 - 194	5.0	5.0

ELEVEN (11) MONTH EMPLOYEE (MONTHLY)

195 - 216	5.5	5.0
217 - 220	6.0	5.0

TWELVE (12) MONTH EMPLOYEE (MONTHLY)

221 - 226	6.5	5.0
227 - 230	7.0	5.0

TWELVE (12) MONTH EMPLOYEE (BI-WEEKLY)

195 - 208	5.5	5.0
209 - 223	6.0	5.0
224 - 236	6.5	5.0
237 - 240+	7.0	5.0

**STATE AND LOCAL SICK LEAVE
FLOW CHART**

ABSENCE CODE	LOCAL SICK LEAVE	PRIOR STATE SICK LEAVE	CURRENT STATE PERSONAL LEAVE	NON-DUTY DAYS	ABSENT DEDUCT	SCHOOL BUSINESS
1	→ X	→ X	→ X	→ X	→ X	
5	→ X					
6	→ X				→ X	
7	→ X					→ X
8	→ X		→ X	→ X		

State Personal Leave – For specific information regarding use of State Personal Leave refer to Board Policy – DEC LOCAL

1 = Sick Leave (PI, FI, DIF, FE)

5 = Automatic Absence Deduction

6 = Non-Duty Days

7 = School Business/Jury Duty/Comp time

8 = Excused Personal Business

FOOD SERVICE CALCULATION OF HOURS WORKED

Time of Arrival

<u>Time of Departure</u>	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00
12:00	5.5	5.3	5.0	4.8	4.5	4.3	4.0	3.8	3.5
12:15	5.8	5.5	5.3	5.0	4.8	4.5	4.3	4.0	3.8
12:30	6.0	5.8	5.5	5.3	5.0	4.8	4.5	4.3	4.0
12:45	6.3	6.0	5.8	5.5	5.3	5.0	4.8	4.5	4.3
1:00	6.5	6.3	6.0	5.8	5.5	5.3	5.0	4.8	4.5
1:15	6.8	6.5	6.3	6.0	5.8	5.5	5.3	5.0	4.8
1:30	7.0	6.8	6.5	6.3	6.0	5.8	5.5	5.3	5.0
1:45	7.3	7.0	6.8	6.5	6.3	6.0	5.8	5.5	5.3
2:00	7.5	7.3	7.0	6.8	6.5	6.3	6.0	5.8	5.5
2:15	7.8	7.5	7.3	7.0	6.8	6.5	6.3	6.0	5.8
2:30	8.0	7.8	7.5	7.3	7.0	6.8	6.5	6.3	6.0

BI-WEEKLY PAYROLL TIME REPORT

* PREPARE PR-5
FOR OVERTIME

SCHOOL DISTRICT	PAY DATE
CAMPUS	PERIOD COVERED
SCHOOL NAME	THRU

SOCIAL SECURITY NUMBER	EMPLOYEE NAME PAYGRADE STEP		SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ACTUAL HOURS WORKED	* OVER TIME HOURS	REG HOURS PLUS LEAVE HOURS				LEAVE TAKEN			EMPLOYEE SIGNATURE	
												38	41	52	53	T	P	UNITS		55
NEW EMPL. <input type="checkbox"/> TERMINATION <input type="checkbox"/> TRANSFER <input type="checkbox"/>		1	TIME IN/OUT																	
		2	LV/FAM. CODE																	

PLEASE ATTACH DOCTOR'S CERTIFICATION IF PERSONAL ILLNESS OR ILLNESS IN FAMILY ABSENCE IS 5 DAYS OR MORE.

1 = Sick Leave (PI, FI, DIF, FE)	6 = Non-Duty Days
2 = Campus Planning	7 = School Business/Jury Duty/Comp Time/Assault/Military Leave/ Districtwide Campus Planning
4 = Staff Development	8 = State Personal Days
5 = Automatic Absence Deduction	

IF PRINCIPAL OR DEPARTMENT HEAD DISAPPROVES OF EMPLOYEE'S ABSENCE, SEE REVERSE OF PAGE.

Indicate Leave Type & Family Relationship Code. Relationship is described on the back of this form (e.g. A. For Spouse B. For Son, Stepson and Son-in-Law. Leave blank for Self.)

Head Custodian or Cafeteria Mgr. Signature _____

Principal's Signature _____

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

REPORT OF SUPPLEMENTAL PAY

PR-5 (Rev. 7/93)

Scheduled Pay Date: Scheduled Pay Date

Required

Do Not List Monthly & Biweekly Employees on same Report

Payroll Type

Monthly Biweekly

Location No. Campus/Dept Name and Number Required From: To:

Employee ID	Employees Name (Last, First, M.I.)	Date(s) Work Performed	No. of units	\$ Rate Per hr.	O.T. Y/N	Total \$ Amount	Budget Code
Required	Complete Name	List Specific Dates					Complete Budget Code with Correct Fiscal Yr
Description of Work Performed <i>Provide a "Complete and Detailed" description of the type of work performed</i>							
Description of Work Performed <i>Reminder: Do Not submit substitutes on this Report. Substitutes should be submitted on a Weekly Payroll Report</i>							
Description of Work Performed							
Description of Work Performed							
Description of Work Performed							

Approvals/Certifications

Required at time of submission _____ Date _____

Principal/Department Head/ Deputy, Associate, Area or Assistant Superintendent

Please use colored ink for original Signature

Business Services Approval

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Direct Deposit of Employee Payroll Check

General Information and Eligibility Requirements:

- Direct deposit of payroll checks is available to all employees.
- Employee's name must appear on the voided check.
- Deposit slips are not acceptable.
- The effective date for direct deposit authorizations is typically 30-60 calendar days from the date the Payroll Department receives this form for processing.
- New hires accepting employment during the months of June & July should contact the Payroll Department to confirm the effective date for direct deposit.
- Employees who use this service will receive a check stub which will indicate gross salary, deductions and net pay.
- Employee signature is required for processing of the Direct Deposit form.
- Upon resignation or retirement, your final payroll check **will not be direct deposited** to your bank account; instead a negotiable payroll check will be sent through the U.S. Mail to the address on file, unless specific arrangements are made.

ORGANIZATIONAL MEMBERSHIP DROP FORM

I _____ wish to drop my payroll deduction for dues to:

Name of organization _____

Signature

Employee ID Number

Date

School/Worksite _____

Return this form to the School District's Payroll office.

“Request for Manual Check”

Instructions for Completion

General Information:

All requests for a manually prepared check must be submitted on this form. Forms that are incomplete and/or do not have the proper authorization will be returned. The return of the document(s) will delay the review and or approval/disapproval of the request.

- a. Department Head, Principal and/or a designated administrator (Asst. Principal, V-Principal, etc..) must sign the form. Other signatures are not permissible.**
- b. All requests must receive an approval recommendation from a Senior Executive Area Director, Senior Executive Director, to be considered for approval by Financial Services.**

All requests must be accompanied by required documents with necessary supporting documentation. Review for approval will be delayed if the required information is not provided. For example:

- a. A Travel Advance Request (AB-17) is not accompanied by an approved and completed Trip Authorization form and other required documents.**
- b. Supplemental pay is requested and a completed Supplemental Pay Form (PR-5) is not provided.**
- c. Request for a substitute teacher to be paid is received and a Weekly Payroll Report is not received.**
- d. Sufficient funds are not available in an approved budget, or an approved budget has not been established. Budget amendments should not accompany a manual check request. Budget amendments must be initiated, approved, and processed prior to a request for a manual check being initiated.**

Routing of Request:

All requests must be originated:

- a. by the campus/dept. where the employee has been misreported.**
- b. by Principal/Dept. Head or approved designee (Asst. Principal, V-Principal).**
- c. and forwarded to the appropriate Senior Executive Area Director/Senior Executive Director Financial Services for approval/disapproval recommendation.**
- d. and forwarded by the appropriate Senior Executive Area Director/Senior Executive Director Financial Services to the Financial Svcs. Dept.**

Notification of Approval/Disapproval

All campus/dept. heads will be notified of final disposition of the request within **two (2) working days of receipt** of the request by Financial Svcs.

Form available on Website:

This form may be duplicated and is available on the SAISD Website at www.saisd.net under Financial Services.

REQUEST FOR MANUAL CHECK

I. Type of Check being requested

- Student Activity** **Payroll Check**
- General Disbursing** (vendor check, travel advance etc.)

II. Request that check be ready on _____ **No. checks requested** _____
MM DD YY

III. Indicate reason for check request. One form per type of check (eg. General Disbursing vs payroll Check) is required.

<p><input type="checkbox"/> <u>PAYROLL</u></p> <p><input type="checkbox"/> Did not submit days/hrs timely</p> <p><input type="checkbox"/> Reported days/hrs. Incorrectly</p> <p><input type="checkbox"/> Did not report days/hrs</p> <p><input type="checkbox"/> Reported wrong employee</p> <p><input type="checkbox"/> Absence reported incorrectly creating an absence deduction</p>	<p><input type="checkbox"/> <u>ACCOUNTS PAYABLE/STUDENT ACTIVITY</u></p> <p><input type="checkbox"/> Request for travel not submitted timely</p> <p><input type="checkbox"/> Request for reimbursement not submitted timely</p> <p><input type="checkbox"/> Request for Vendor payment not submitted timely</p>
--	--

Other reason (be specific) _____

Comments: _____

Budget Code Number _____ **\$25.00 Charge**
(must be local supply fund)

APPROVALS & ROUTING

A) Requestor: _____ Date prepared: _____
Principal/Dept Head Campus No

Requestor Contact Phone # _____

B) **Sr. Executive Director /Sr. Area Executive Director:** _____ **Date:** _____

Recommend Approval **Yes** **No**

C) Reviewed by: _____ Date _____
Financial Services Date

Approved **Yes** / **No**

_____ **To be ready for** _____
DATE RECEIVED MM DD YY

Routing Requestor: → . Sr. Executive Director /Sr. Area Executive Director → **Financial Services**

EMPLOYEE ACCESS INFORMATION

WEB LINK:

https://10.10.200.252:3068/WEA_DIST_SELECT?distid=015907

Or go to SAISD Home page Click on Departments;Financial Svc;
WebSites - Employee Access

Initial Set up for New Users

Employees will need their:

- * Employee ID
- * Date of Birth
- * Zip Code

Employees will need to create:

- * Unique User ID
- * Unique User Password (must be a least 6 characters in length)(case sensitive)
- * Hint question in Case Password forgotten

Features available to Employees

> Calendar Year to Date Earnings

- Year to Date Earnings received
- Year to Date Taxes Withheld
- Year to Date Annuities deducted
- Year to Date Deductions withheld
- Value of Employer Provided Health Insurance (2011 only)

> Employee Deductions

- Current Employee Elected Deductions
- Current Employee Garnishments

> Employee Earnings

- Employee Check Stub - up to 18 pay periods

> Employee Leave

- Employee Leave as of their last pay period
- Access to prior days used by entering in range dates (processed days)
- Access to view leave being recorded for future pay date by entering future pay date (unprocessed days)

> W-2's

- Current year available once processing completed (Available to Print on official IRS Form)*
- Drop down window available for those employees who received multiple W-2's for the same Calendar Year.
- Prior Year W-2's available for viewing (Not available to print on official IRS Form)

***Note you will need to change your print format to Landscape in order to print entire form**