

2023-24 Personnel Work Calendars

Approved 6/19/2023
Revised 7/17/2023
Equal Educational and Employment Institution

HENDERSON COUNTY SCHOOLS EMPLOYEE WORK CALENDARS 2023-2024 INDEX

<u>INDEX</u>	
<u>Job Title</u>	Calendar Page
Account Clerk I	В
Account Clerk II	В
Account Clerk II (Sub. Coord.)	С
Account Clerk III (260 day)	Α
Account Clerk III (240 day)	В
Administrative Secretary I & II	В
Attendance Data Technician	В
Attendance Specialist	В
Bus Driver	Н
Bus Driver Training Coordinator	В
Bus Monitor	Н
Certified Employee (185 day)	F
Certified Employee (220-240 day)	В
Certified Employee (186-219 day)	С
Child Development Center Assistant Supervisor	В
Clerical Assistant II (MNT)	Α
Clerical Assistant II (TRN)	В
Clerical Assistant II (NMS/SMS/CAS)	G
Clerical Assistant III	D
Community Relations Specialist	С
Computer Lab Technician	G
Computer Maintenance Technician	В
Computer Operations Manager	В
Crossing Guard	K
Custodial Supervisor (260 day)	Α
Custodial Supervisor (240 day)	В
Custodian (260 day)	Α
Custodian (240 day)	В
Custodian (200 day)	D
Custodian (181 day)	G
Custodian (140 day)	N
Data Dictionary Specialist	В
Data Management Technician	Α
Database Administrator	В
Director (Child Nutrition; Maint.; Public Info; Trans.)	В
Director (Finance)	Α
Director (Maintenance 260 day)	Α
Dispatcher	В
Educational Interpreter	G
Employee Benefit Specialist	В
Executive Assistant to the Superintendent	Α
Food Service Asst. I	J
Food Service Lead Assistant	1

Food Service Lead Assistant I (TBJELC)	М
Food Service Manager	1
Food Service Program Coordinator	В
FRYSC Coordinator (240 day)	В
Health Services Assistant	G
Human Resources Personnel Assistant	В
Instructional Assistant I & II	G
Instructional Assistant II (140 day)	N
Instructional Monitor II	G
Instructor I & II (Childcare)	L
Insurance Clerk II	В
LAN Technician (260 day)	Α
Law Enforcement Officer	Κ
Lead Computer Maintenance Technician	Α
Lead Custodian Service Worker	В
Lunchroom Monitor	Κ
Maintenance (260 day)	Α
Maintenance (240 day)	В
Microcomputer Specialist (HCHS)	D
Microcomputer Specialist (NMS/SMS)	E
Mental Health Counselor	С
Occupational Therapist	Ε
Operatings Systems Administrator	Α
Physical Therapist	E
Preschool Bus Driver	0
Preschool Bus Monitor	0
Preschool Food Service Asst. I	Ν
Preschool Lunchroom Monitor	Ν
Preschool Nurse	М
Program Assistant I & II	G
Purchasing Assistant	В
Receptionist (HCHS)	G
Registrar (NMS, SMS)	D
School Manager (Elementary & Middle School)	E
School Manager (HCHS)	D
School Nurse	E
School Secretary I (TBJELC, Elem. & HCHS)	D
School Secretary II (NMS, SMS)	D
School Secretary II (HCHS)	В
Social Worker	C
Staff Support Secretary	E
Teacher	F
Therapy Assistant (OTA)	E
Transportation Area Assistant	В
Vehicle Maintenance Manager	A
Vehicle Mechanic I, II & III	В

Henderson County Schools 2023-2024 Personnel Calendar A

260: Twelve Month Calendar

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Convocation Day for S	Staff (Required)								
August 3									
Closing Day for Staff	Closing Day for Staff (Required)								
May 23									
First/Last Day for Stu	dents								
August 9									
May 22									
Paid Holidays									
July 4	Independence Day								
September 4	Labor Day								
November 23 & 24	Thanksgiving								
December 25 & 26	Christmas								
December 29 & January	1 New Year's								
January 15	MLK, Jr. Day								
May 27	Memorial Day								

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MONTH	AVAIL WORK DAYS	HOLIDAY	TOTAL
July	20	1	21
August	23		23
September	20	1	21
October	22		22
November	20	2	22
December	18	3	21
January	21	2	23
February	21		21
March	21		21
April	22		22
May	22	1	23
June	20		20
Contract Days from July 1 to June 30	250	10	260

Henderson County Schools 2023-2024 Personnel Calendar B

240: Twelve Month Calendar, 230: School Sec. II (HCHS);

220: Attendance Data Tech, Attendance Specialist, Food Svc. Coord.,

Clerical Asst. II (TRN), TRN Area Asst.

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Convocation Day for Staff (Required)					
August 3					
Closing Day for Staff (F	Required)				
May 23					
First/Last Day for Stud	ents				
August 9					
May 22					
Paid Holidays					
July 4	Independence Day				
September 4	Labor Day				
November 23 & 24	Thanksgiving				
December 25 & 26	Christmas				
December 29 & January 1	New Year's				
January 15	MLK, Jr. Day				
May 27	Memorial Day				

MONTH	AVAIL WORK DAYS	CHOOSE # DAYS	Add HOLIDAY	Contract TOTAL
July	20		1	
August	23			
September	20		1	
October	22			
November	20		2	
December	18		3	
January	21		2	
February	21			
March	21			
April	22			
May	22		1	
June	20			
Contract Days from July 1 to June 30	250		10	

Please choose contract days out of the available 250 work days.

[The yellow column + the blue column (10) should = equal the green column (total contracted days)]

Please send an electronic copy with signature & supervisor approval to Human Resources Director.

Henderson County Schools 2023-2024 Personnel Calendar C

186-219: Certified with Extended Days (but not 12 month employee);

210/200: Mental Health Counselor, Social Worker; 200: Acct. Clerk II (Sub Coord.), 180: Community Relatio

CALENDAR SHOWS 250 DAYS FROM WHICH TO SELECT YOUR WORK DAYS... REQUIRES YOUR SUPERVISOR'S APPROVAL

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January 2024									
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Convocation Day fo	or Staff (Required)
August 3	
Closing Day for Sta	ff (Required)
May 23	
First/Last Day for S	tudents
August 9	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days -	All Offices Closed
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day

	AVAIL	CHOOSE #	Add	Contract
MONTH	WORK DAYS	DAYS	HOLIDAY	TOTAL
July	20			
August	23			
September	20		1	
October	22			
November	20		1	
December	18		1	
January	21		1	
February	21			
March	21			
April	22			
May	22			
June	20			
Contract Days				
from July 1 to				
June 30	250		4	

The expectation is that you will work all student instructional days unless prior approval is granted by principal/department director and CO designee.

Please choose contract days out of the available 250 work days.

[The yellow column + the blue column (4) should = equal the green column (total contracted days)]

Please send an electronic copy with signature & supervisor approval to Human Resources Director.

Henderson County Schools 2023-2024 Personnel Calendar D

January 2

March 11

April 1-5

April 8

May 21

217: Registrar (SMS); 205: School Secretary II (Middle School), Registrar (NMS);

200: School Secretary I (TBJ/Elem/HCHS), 200 day Custodian,

Clerical Assistant III (HCHS Bookstore), Microcomputer Specialist (HCHS);

195: School Manager (HCHS); 190: Clerical Assistant III (HCHS)

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The expectation is that you will work all student instructional days unless prior approval is granted by principal/department director

August 2023									
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June 2024									
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MAKE-UP DAYS: Employees are advised not to make plans for any of these days: March 11; May 24, 28-31 & June 3-4

Convocation Day fo	or Staff (Required)
August 3	
Closing Day for Sta	ff (Required)
May 23	
First/Last Day for S	tudents
August 9	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days -	All Offices Closed
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day
School Breaks & N	No School Days
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break

Extended Learning

No School/Makeup Day

Extended Learning

Spring Break

Election Day

	WORK		
MONTH	DAYS	HOLIDAY	TOTAL
July	*		
August	23		23
September	20	1	21
October	17		17
November	18	1	19
December	11	1	12
January	20	1	21
February	21		21
March	20		20
April	16		16
May	16		16
June	*		

There are 186 contracted days between August 1 - May 23. You will then choose from the available purple days to complete your contract. Example: 200 day contract would be 186 + 14 purple days.

Note: You do not have to work on any of the yellow days, however if you choose to do so, that would replace one of your purple days. Example: 200 day contract = 186 + 2 yellow days + 12 purple days.

Henderson County Schools 2023-2024 Personnel Calendar E

School Nurse, Occupational/Physical Therapist, OT Assistant, School Manager (el/mid), Microcomputer Specialist (NMS/SMS), Staff Su

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November 2023							
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	December 2023							
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January 2024								
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April 2024								
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Convocation D	Day for S	taff (Requi	red)			
August 3 Closing Day fo	r Staff (Peguired)				
May 23	ı Staii (nequireu)				
First/Last Day	for Stud	lents				
August 9	ioi stat	ients				
May 22						
Paid Holidays						
September 4		Labor Day				
November 23		Thanksgivi	ng			
December 25		Christmas				
January 1		New Year's				
Non Work Da	ays - Al					
July 4		Independe				
November 24		Thanksgivi	_			
December 26 &	29		w Year's Eve (obs.)			
January 15		M.L. King,				
May 27		Memorial				
School Break	s & No	School Da	ays			
October 9-13		Fall Break				
November 7		Election Da	ay/PD Day			
November 22-	24	Thanksgivi	ng			
Dec. 18 - Jan. 1	1	Winter Bre	ak			
January 2		Extended I	earning			
March 11		No School/Ma	akeup Day			
April 1-5		Spring Brea	ak			
April 8		Extended I	earning			
MONTH	WORK	HOUDAY	TOTAL			
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Note: May 21 no students will be present but those on this calendar will work in order to close up records for the school year. Should you need it to be Aug. 4/7 contact Dir. of HR.

Henderson County Schools 2023-2024 Personnel Calendar F

Certified Employee (185 day contract + 2 Extended Learning Days)

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June 2024									
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September 4		Labor Day							
November 23		Thanksgivi	ng						
December 25		Christmas	0						
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November 24		Thanksgivi							
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May 27		Memorial I							
School Break	s & No								
October 9-13	3 (4 110	Fall Break	.,,5						
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Dec. 18 - Jan. 1	l	Winter Bre	-						
March 11		No School/N	∕lakeup Day						
April 1-5		Spring Brea	ak						
May 21		Election Da	ау						
	MORK DAVS								
MONTH		HOLIDAY	TOTAL						
July	0		0						
August	21		21						
September	20	1	21						
October	17	1	17 20						
November December	19 11	1	12						
January	21	1	22						
February	21		21						
March	20		20						
April	17		17						
May	16		16						
June	0		0						
Contract Days from July 1 to June 30	183	4	187						
MAKE-UP DAYS:									

Employees are advised to not make plans for any of these days: March 11; May 24; 28-31 & June 3-4

Henderson County Schools 2023-2024 Personnel Calendar G

Program Assistant I II, Instructional Assistant I II, Instructional Monitor II, Clerical Asst II Comp. | Microcomputer Specialist (NMS/SMS), Staff Support Secretary

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Convocation D	Day for S	Staff (Requi	red)		
August 3					
Closing Day fo	r Staff (Required)			
May 23					
First/Last Day	for Stud	dents			
August 9					
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Paid Holidays		Labar Da			
September 4		Labor Day			
November 23		Thanksgivi	ng		
December 25		Christmas	Day		
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May 27	o O No	Memorial I			
School Break	<u> </u>	Fall Break	175		
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November 22-		Thanksgivi	_		
Dec. 18 - Jan. 1	L	Winter Bre	-		
January 2		Extended L	_		
March 11		No School/Ma			
April 1-5		Spring Break			
April 8		Extended Learning			
May 21		Election Da	ау		
MONTH	WORK DAYS	HOLIDAY	TOTAL		
July	0		0		
August	18		18		
September	20	1	21		
October	17		17		
November	18	1	19		
December	11	1	12		
January	20	1	21		
February March	21		21		
March	20		20		
April	16		16		
May	16		16		
June					
Contract Days from July 1 to					
June 30	177	4	181		
MAKE-UP DA		<u> </u>	-		
Employees as		ad to not	maka		

Employees are advised to not make plans for any of these days: March 11; May 24; 28-31 & June 3-4

Henderson County Schools 2023-2024 Personnel Calendar H

Bus Driver, Bus Monitor

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August 2023									
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Convocation D	av for 9	Staff (Not P	equired)
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Closing Day fo	r Staff (Not Requir	ed)
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First/Last Day	for Stud	dents	
August 9			
May 22			
Paid Holidays			
September 4		Labor Day	
November 23		Thanksgivi	ng
December 25		Christmas	
January 1		New Year's	Day
Non Work Da	ays - Al		
July 4		Independe	nce Day
November 24		Thanksgivi	ng
December 26 &	29	Christmas & Ne	w Year's Eve (obs.)
January 15		M.L. King,	Ir. Day
May 27		Memorial I	Day
School Break	s & No	School Da	iys
October 9-13		Fall Break	
November 7		Election Da	av/PD Dav
November 22-	24	Thanksgivi	•
Dec. 18 - Jan. 1		Winter Bre	J
January 2	_	Extended L	
March 11		No School/Ma	•
April 1-5		Spring Brea	ak
April 8		Extended L	
May 21		Election Da	•
	WORK		
MONTH	DAYS	HOLIDAY	TOTAL
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September	20	1	21
October	17		17
November	18	1	19
December	11	1	12
January	20	1	21
February	21		21
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April			16 15
May	15		15
June Contract Davis	0		0
Contract Days from July 1 to			
June 30	176	4	180
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MAKE-UP DA	NYS:		
MAKE-UP DA		ed to not i	make
		ed to not i	make

8 hour update training is scheduled for July 25

May 24; 28-31 & June 3-4

Henderson County Schools 2023-2024 Personnel Calendar I

Food Service Manager & Food Service Lead Assistant

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November 2023								
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August 2023								
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October 2023									
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Convocation D	ay for S	Staff (Requi	red)			
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Closing Day fo	r Staff (Requirea)				
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First/Last Day	tor Stud	ients				
August 9 May 22						
Paid Holidays						
September 4		Labor Day				
November 23		Thanksgivi	na			
December 25		Christmas	iig			
January 1		New Year's	Dav			
Non Work Da	avs - Al	l Offices C				
July 4	4 y 5 - Al	Independe				
November 24		Thanksgivi	,			
December 26 &	29	Christmas & Ne	w Year's Eve (obs.)			
January 15		M.L. King,	Ir. Dav			
May 27		Memorial				
School Break	s & No	School Da	ivs			
October 9-13		Fall Break				
November 7		Election Da	av/PD Dav			
November 22-	24	Thanksgivi				
Dec. 18 - Jan. 1		Winter Bre	J			
January 2	_	Extended I				
March 11		No School/Makeup Day				
April 1-5		Spring Break				
April 8		Extended Learning				
May 21		Election Day				
,	WORK		1			
MONTH	DAYS	HOLIDAY	TOTAL			
July	0		0			
August	20		20			
September	20	1	21			
October	17		17			
November	18	1	19			
December	11	1	12			
January	20	1	21			
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May	16 16					
June Control Down	0		0			
Contract Days from July 1 to						
June 30	179	4	183			
MAKE-UP DA						

Employees are advised to not make plans for any of these days: March 11; May 24; 28-31 & June 3-4

Note: The first 5 days of NTI will be made up during summer feeding. Days 6-10 will be at Diretor's discretion.

Henderson County Schools 2023-2024 Personnel Calendar J

Food Service Assistant

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Convocation D	ay for S	Staff (Requi	red)		
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	r Stan 7	Not Kequir	ea) —		
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December 25		Christmas	116		
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July 4		Independe			
November 24		Thanksgivi			
December 26 &	29	Christmas & Ne	w Year's Eve (obs.)		
January 15		M.L. King,	Ir. Day		
May 27 Memorial Day					
School Break	s & No	School Da	ays		
October 9-13		Fall Break			
November 7		Election Da	ay/PD Day		
November 22-	24	Thanksgivi			
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January 2		Extended I	earning		
March 11		No School/Makeup Day			
April 1-5		Spring Break			
April 8		Extended Learning			
May 21		Election Day			
MONTH	WORK DAYS	HOLIDAY	TOTAL		
July	0		0		
August	18		18		
September	20	1	21		
October	17		17		
November	18	1	19		
December	11	1	12		
January	20	1	21		
February	21		21		
March	20		20		
April	16		16		
May 15 15					
June	0		0		
Contract Days from July 1 to					
June 30	176	4	180		
MAKE-UP DA					

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days: March 11; May 24; 28-31 & June 3-4

Note: The first 5 days of NTI will be made up during summer feeding. Days 6-10 will be at Diretor's discretion.

Henderson County Schools 2023-2024 Personnel Calendar K

Lunchroom Monitor, Law Enforcement Officer, Crossing Guard

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Convocation Day for	Staff (Not Required)
August 3	
Closing Day for Staff (Not Required)
May 23	
First/Last Day for Stu	dents
August 9	
May 22	
School Breaks & No	School Days
September 4	Labor Day
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 2	Winter Break
January 15	M.L. King, Jr. Day
February 19	President's Day/Extended Learning
March 11	No School/Makeup Day
April 1-8	Spring Break
May 21	Election Day
May 27	Memorial Day

MONTH	WORK DAYS
July	0
August	17
September	20
October	17
November	18
December	11
January	20
February	21
March	20
April	16
May	15
June	0
Contract Days	
from July 1 to	475
June 30	175

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

Note: Lunch Monitor - The first 5 days of NTI will be made up during summer feeding.

Henderson County Schools 2023-2024 Personnel Calendar L

Instructor I & Instructor II (Childcare)

Contract for school year 2023-2024 is for the 180 minimum/239 maximum workdays

CALENDAR SHOWS 246 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

	July 2023										
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K DAYSREQUIRES Y	OUR SUPERVISOR'S APPROVAL
Convocation Day for	or Staff (Required)
August 3	
Closing Day for Sta	ff (Not Required)
May 23	
First/Last Day for S	tudents
August 9	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days -	All Offices Closed
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day

	AVAIL WORK	CHOOSE #	Add	Contract
MONTH	DAYS	DAYS	HOLIDAY	TOTAL
July	16			
August	23			
September	20		1	
October	22			
November	20		1	
December	18		1	
January	21		1	
February	21			
March	21			
April	22			
May	22			
June	20			
Contract Days				
from July 1 to June 30	246		4	

The expectation is that you will work all student instructional days unless prior approval is granted by principal/department director and CO designee.

Please choose contract days out of the available 246 work days.

[The yellow column + the blue column (4) should = equal the green column (total contracted days)]

Please send an electronic copy with signature & supervisor approval to Human Resources Director.

Henderson County Schools 2023-2024 Personnel Calendar M

Preschool Nurse; Food Service Lead Assistant (TBJELC)

August 2023

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Food Service Note: The first 5 days of NTI will be made up during summer feeding. Days 6-10 will be at Diretor's discretion.

May 24; 28-31 & June 3-4

Henderson County Schools 2023-2024 Personnel Calendar N

Preschool 4 day Food Service Assistant, Preschool Lunch Monitor,

Custodian (140 day), Instructional Assistant II (140 day)

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nt II (140 day)							
Convocation D	ay for S	Staff (Not R	equired)				
August 3							
Closing Day fo	r Staff (Not Requir	ed)				
May 23							
First/Last Day for Students							
August 28							
May 22							
Paid Holidays							
September 4		Labor Day					
November 23		Thanksgivi	ng				
December 25		Christmas					
January 1		New Year's	S Day				
Non Work Da	avs - Al						
July 4		Independe					
November 24		Thanksgivi					
December 26 &	29	Christmas & Ne	w Year's Eve (obs.)				
January 15		M.L. King,	Ir. Day				
, May 27		Memorial I					
School Break	s & No						
October 9-13	3 64 110	Fall Break	.,,5				
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April 1-5		Spring Break Extended Learning					
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May 21	1	Election Da	ау				
MONTH	WORK DAYS	HOLIDAY	TOTAL				
July	0		0				
August	11		11				
September	15	1	16				
October	14		14				
November	15	1	16				
December	8	1	9				
January	16	1	17				
February	17		17				
March	15		15				
April	13		13				
May	12		12				
June	0		0				
Contract Days							
from July 1 to	130	А	140				
June 30	136	4	140				
MAKE-UP DA			,				
Employees ar							
nlans for any	of the	e days. M	larch 11·				

plans for any of these days: March 11; May 24; 28-31 & June 3-4

Food Service Note: The first 5 days of NTI will be made up during summer feeding. Days 6-10 will be at Diretor's discretion.

Henderson County Schools 2023-2024 Personnel Calendar O

Preschool Bus Driver, Preschool Bus Monitor

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Convocation D	ay for S	Staff (Not R	equired)			
August 3	a: 66 (
Closing Day fo	r Staff (Not Requir	ed)			
May 23						
First/Last Day	for Stu	dents				
August 28						
May 22						
Paid Holidays						
September 4		Labor Day				
November 23		Thanksgivi	ng			
December 25		Christmas				
January 1		New Year's				
Non Work Da	ays - Al	l Offices C	losed			
July 4		Independe	,			
November 24		Thanksgivi	_			
December 26 &	29		w Year's Eve (obs.)			
January 15		M.L. King,	Ir. Day			
May 27		Memorial I	Day			
School Break	s & No	School Da	ays			
October 9-13		Fall Break				
November 7		Election Day/PD Day				
November 22-	24	Thanksgiving				
Dec. 18 - Jan. 1	L	Winter Break				
January 2		Extended L	earning			
, March 11		No School/Makeup Day				
April 1-5		Spring Break				
April 8		Extended Learning				
May 21		Election Day				
,	WORK		,			
MONTH	DAYS	HOLIDAY	TOTAL			
July	1		1			
August	10		10			
September	15	1	16			
October	14		14			
November	15	1	16			
<u>December</u>	8	1	9			
January	16	1	17			
February March	17		17			
	15		15			
April	13		13 12			
May	12		_			
June Contract Davis	0		0			
Contract Days from July 1 to						
June 30	136	4	140			
MAKE-UP DA		_				
Employees ar	Employees are advised to not make					
plans for any of these days: March 11;						

May 24; 28-31 & June 3-4

8 hour update training is scheduled for July 25