



2016~2017
Classified
Work
Calendars

HENDERSON COUNTY SCHOOLS
CLASSIFIED EMPLOYEE WORK CALENDARS 2016-2017
INDEX

<u>Job Title</u>	<u>Calendar Page</u>
Account Clerk I (Child Nutrition)	1
Account Clerk I (HCHS)	2
Account Clerk II	1
Account Clerk II (Substitute Coordinator)	4
Account Clerk III	1
Administrative Secretary I (240 day)	2
Administrative Secretary I (260+ day)	1
Attendance Specialist	10
Bus Driver	9
Bus Driver Training Coordinator	1
Bus Monitor	9
CDC Assistant Supervisor	2
Clerical Assistant I (MNT)	1
Clerical Assistant II (NMS/SMS/CAS)	8
Clerical Assistant III (HCHS Bookstore)	4
Clerical Assistant III (Secondary)	8
Clerk	8
Computer Lab Technician (Elementary)	8
Computer Lab Technician (Secondary)	5
Cook/Baker	7c
Crossing Guard	12
Custodial Supervisor	1
Custodian (260 day)	1
Custodian (240 day)	2
Custodian (200 day)	4
Custodian (181 day)	8
Director (Child Nutrition)	2
Director (Finance)	1
Director (Maintenance)	1
Director (Transportation)	2
Director II & III (21 st Century Community L C)	10
Dispatcher	4
Executive Assistant to the Superintendent	1
Food Service Assistant I & II	7c
Food Service Manager	7
FRYSC Coordinator (< 240-Day)	10
FRYSC Coordinator (240-Day)	2
Health Services Assistant	8
Human Resources Manager	1
Instructional Assistant I & II	8
Instructional Monitor I & II	8
Instructor I & II (Childcare)	11

LAN Technician	1
Law Enforcement Officer	12
Lead Custodian Service Worker (260 day)	1
Lead Custodian Service Worker (195 day)	10
Lead Food Service Assistant I	7a
Library Media Clerk (Elementary)	8
Library Media Clerk (Secondary)	5
Lunchroom Monitor	7d
Maintenance (260 day)	1
Maintenance (240 day)	2
Microcomputer Specialist	2
Occupational Therapist	6
Payroll Clerk I	2
Payroll Clerk II	1
Physical Therapist	6
Preschool Bus Driver	9a
Preschool Bus Monitor	9a
Preschool Cook Baker	7b
Preschool Lunchroom Monitor	7b
Preschool Nurse	13
Program Assistant I	8
Program Assistant II	8
Program Assistant II (Child Find)	4
Public Information Officer	2
Public Relations Officer	1
Receptionist (HCHS)	8
Registrar	3
School Manager	6
School Manager (195 day HCHS)	10
School Nurse	6
School Secretary I (Elem. & HCHS)	4
School Secretary II (Middle School)	3
School Secretary II (Office Manager – HCHS)	2
Social Worker	10
Speech Pathologist Assistant	6
Staff Support Secretary	6
Therapy Assistant (OTA)	8
Transportation Area Assistant	2
Utility Worker	1
Vehicle Maintenance Manager	1
Vehicle Mechanic II	1

***Twelve-Month Calendar *(260+ days)**

June 2016						
S	M	T	W	T	F	S
			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	27	28	29	30		
August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	25	26	X
X	29	30	31			
October 2016						
S	M	T	W	T	F	S
						X
X	3	4	5	6	7	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X
X	31					
December 2016						
S	M	T	W	T	F	S
				1	2	X
X	5	6	7	8	9	X
X	12	13	14	15	16	X
X	19	20	21	22	23	X
X	26	27	28	29	30	X
February 2017						
S	M	T	W	T	F	S
			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	27	28				
April 2017						
S	M	T	W	T	F	S
						X
X	3	4	5	6	7	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X

July 2016						
S	M	T	W	T	F	S
					1	X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28	29	X
September 2016						
S	M	T	W	T	F	S
				1	2	X
X	5	6	7	8	9	X
X	12	13	14	15	16	X
X	19	20	21	22	23	X
X	26	27	28	29	30	
November 2016						
S	M	T	W	T	F	S
						X
X		1	2	3	4	X
X	7	8	9	10	11	X
X	14	15	16	17	18	X
X	21	22	23	24	25	X
X	28	29	30			
January 2017						
S	M	T	W	T	F	S
						X
X	2	3	4	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	30	31				
March 2017						
S	M	T	W	T	F	S
			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	27	28	29	30	31	
May 2017						
S	M	T	W	T	F	S
X	1	2	3	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	25	26	X
X	29	30	31			
June 2017						
S	M	T	W	T	F	S
				1	2	X
X	5	6	7	8	9	X
X	12	13	14	15	16	X
X	19	20	21	22	23	X
X	26	27	28	29	30	

Convocation Day for Staff (Required)	
August 3	

First Day for Students	
August 10	

Last Day for Students	
May 18	(tentatively)

Paid Holidays	
July 4	Independence Day
September 5	Labor Day
November 24	Thanksgiving
December 23 & 26	Christmas
January 2	New Year's Day
January 16	Martin Luther King Day
May 29	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
June ***	22		22
July	20	1	21
August	23		23
September	21	1	22
October	21		21
November	21	1	22
December	20	2	22
January	20	2	22
February	20		20
March	23		23
April	20		20
May	22	1	23
June ***	22		22
Contract Days from June 1 to May 31	253	8	261

***Days worked count toward the 16/17 school year

***Days worked count toward the 17/18 school year

**** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract. ****

***Twelve-Month Calendar *(240 days)**

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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	
November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
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			
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
1	2	3	4	5	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				
December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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					
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Convocation Day for Staff (Required)
August 3

First Day for Students
August 10

Last Day for Students
May 18 (tentatively)

Paid Holidays

July 4	Independence Day
September 5	Labor Day
November 24	Thanksgiving
December 23 & 26	Christmas
January 2	New Year's Day
January 16	Martin Luther King Day
May 29	Memorial Day

MONTH	AVAIL WORK DAYS	CHOOSE 232 DAYS	HOLIDAY	TOTAL
July	20		1	
August	23			
September	21		1	
October	21			
November	21		1	
December	20		2	
January	20		2	
February	20			
March	23			
April	20			
May	22		1	
June	22			
Contract Days from July 1 to June 30	253		8	240

**** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract****

Please choose 232 contract days out of the available 254 work days.
(The yellow column (232) + the blue column (8) should equal the green column (240))

Please return copy with signature & supervisor approval to Human Resources.

Employee Signature

Supervisor Signature

***Secretary or Registrar (NMS,SMS,TBJELC)**

August 2016						
S	M	T	W	T	F	S
X	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	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					
December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	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						
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Paid Holidays	
September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day
School Breaks- NO school	
Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break
Additional Days- NO School	
Nov. 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May. 29	Memorial Day

*SMS Registrar (add 12 days) = 217
*TBJELC Sec I (add 15 days) = 220

Employees are advised to not make plans for any of these days:

February 20, May 30 - June 2

***** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.*****

Dispatcher, Prog. Asst II (Child Find), School Secretary I (Elem. HCHS),
Clerical Assistant III (HCHS Bookstore), Acct Clerk II (Sub Coord.), 200 day Custodian

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						

September 2016						
S	M	T	W	T	F	S
				1	2	
4	5	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	

November 2016						
S	M	T	W	T	F	S
3		1	2	3	4	5
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			

January 2017						
S	M	T	W	T	F	S
3	2	3	4	5	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				

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	

May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
X	1	2	3	4	5	6
X	8	9	10	11	12	13
X	15	16	17	18	19	20
X	22	23	24	25	26	27
X	29	30	31			
October 2016						
S	M	T	W	T	F	S
						1
X	3	4	5	6	7	8
X	10	11	12	13	14	15
X	17	18	19	20	21	22
X	24	25	26	27	28	29
X	31					
December 2016						
S	M	T	W	T	F	S
				1	2	3
X	5	6	7	8	9	10
X	12	13	14	15	16	17
X	19	20	21	22	23	24
X	26	27	28	29	30	31
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
X	6	7	8	9	10	11
X	13	14	15	16	17	18
X	20	21	22	23	24	25
X	27	28				
April 2017						
S	M	T	W	T	F	S
						1
X	3	4	5	6	7	8
X	10	11	12	13	14	15
X	17	18	19	20	21	22
X	24	25	26	27	28	29
X						
June 2017						
S	M	T	W	T	F	S
				1	2	3
X	5	6	7	8	9	10
X	12	13	14	15	16	17
X	19	20	21	22	23	24
X	26	27	28	29	30	

Convocation Day for Staff (Required)
August 3
Closing Day for Staff
May 19
First Day for Students
August 10
Last Day for Students
May 18 (tentatively)

Paid Holidays	
September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day
School Breaks- NO school	
Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break
Additional Days- NO School	
Nov 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May 29	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	7		7
August	23		23
September	21	1	22
October	16		16
November	18	1	19
December	14	1	15
January	20	1	21
February	19		19
March	23		23
April	15		15
May	20		20
June	0		0
Contract Days from July 1 to June 30	196	4	200

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

February 20, May 30 - June 2

***HCHS Secretaries & Bookstore Clerical Assistant III**

**Choose a total of 5 days approved by Principal.
Days can be taken in July 2016 or June 2017. Total days
should not go over 200. (marked in purple)**

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Secondary Library Media Clerk, Secondary Computer Lab Tech

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	
4	5	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	
November 2016						
S	M	T	W	T	F	S
		1	2	3	4	
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			
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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			
March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	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					
December 2016						
S	M	T	W	T	F	S
				1	2	
3	4	5	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						
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	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						
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Convocation Day for Staff (Required)	
August 3	
Closing Day for Staff	
May 19	
First Day for Students	
August 10	
Last Day for Students	
May 18	(tentatively)

Paid Holidays			
September 5	Labor Day		
November 24	Thanksgiving		
December 26	Christmas		
January 2	New Year's Day		
School Breaks- NO school			
Oct. 10-14	Fall Break		
Nov. 23-25	Thanksgiving		
Dec. 21- Jan 3	Winter Break		
April 3-11	Spring Break		
Additional Days- NO School			
Nov 8	Election Day		
Jan. 16	M.L. King, Jr. Day		
Feb. 20	President's Day		
May 29	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	1		1
August	23		23
September	21	1	22
October	16		16
November	18	1	19
December	14	1	15
January	20	1	21
February	19		19
March	23		23
April	15		15
May	15		15
June	0		0
Contract Days from July 1 to June 30	185	4	189

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

February 20, May 30 - June 2

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Henderson County Schools 2016-2017 Personnel Calendar - PAGE 6
School Nurse, Occupational/Physical Therapist, Speech Assistant, OT Assistant
School Manager (MS), Staff Support Secretary

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	
4	5	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	
November 2016						
S	M	T	W	T	F	S
			1	2	3	4
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			
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
October 2016						
S	M	T	W	T	F	S
1	2	3	4	5	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				
December 2016						
S	M	T	W	T	F	S
				1	2	
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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					
June 2017						
S	M	T	W	T	F	S
				1	2	
3	4	5	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

Convocation Day for Staff (Required)	
August 3	
Closing Day for Staff	
May 19	
First Day for Students	
August 10	
Last Day for Students	
May 18	(tentatively)

Paid Holidays	
September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day
School Breaks- NO school	
Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break
Additional Days- NO School	
Nov 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May 29	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	21		21
September	21	1	22
October	16		16
November	18	1	19
December	14	1	15
January	19	1	20
February	19		19
March	23		23
April	15		15
May	15		15
June	0		0
Contract Days from July 1 to June 30	181	4	185

MAKE-UP DAYS:	
<i>Employees are advised to not make plans for any of these days:</i>	
February 20, May 30 - June 2	

**** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract. ****

Food Service Manager

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	
4	5	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	
November 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	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		
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
2	3	4	5	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					
December 2016						
S	M	T	W	T	F	S
				1	2	
3	4	5	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						
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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					
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Convocation Day for Staff (Required)	
August 3	
Closing Day for Staff	
May 19	
First Day for Students	
August 10	
Last Day for Students	
May 18	(tentatively)

Paid Holidays			
September 5	Labor Day		
November 24	Thanksgiving		
December 26	Christmas		
January 2	New Year's Day		
School Breaks- NO school			
Oct. 10-14	Fall Break		
Nov. 23-25	Thanksgiving		
Dec. 21- Jan 3	Winter Break		
April 3-11	Spring Break		
Additional Days- NO School			
Nov 8	Election Day		
Jan. 16	M.L. King, Jr. Day		
Feb. 20	President's Day		
May 29	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July			
August	20		20
September	21	1	22
October	16		16
November	18	1	19
December	14	1	15
January	19	1	20
February	19		19
March	23		23
April	15		15
May	15		15
June	0		0
Contract Days from July 1 to June 30	180	4	184

MAKE-UP DAYS:	
<i>Employees are advised to not make plans for any of these days:</i>	
February 20, May 30 - June 2	

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract. ******

Preschool 4 day Cook/Baker

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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	
November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
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			
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
1	2	3	4	5	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				
December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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					
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Convocation Day for Staff (Required)

August 3

Closing Day for Staff

May 19

First Day for Students

August 10

Last Day for Students

May 18 (tentatively)

Paid Holidays

September 5 Labor Day
 November 24 Thanksgiving
 December 26 Christmas
 January 2 New Year's Day

School Breaks- NO school

Oct. 10-14 Fall Break
 Nov. 23-25 Thanksgiving
 Dec. 21- Jan 3 Winter Break
 April 3-11 Spring Break

Additional Days- NO School

Nov 8 Election Day
 Jan. 16 M.L. King, Jr. Day
 Feb. 20 President's Day
 May 29 Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July			
August	9		9
September	16	1	17
October	13		13
November	15	1	16
December	11	1	12
January	15	1	16
February	15		15
March	18		18
April	12		12
May	12		12
June	0		0
Contract Days from July 1 to June 30	136	4	140

MAKE-UP DAYS:

Employees are advised to not make plans
for any of these days:

February 20, May 30 - June 2

**** If school closures result in the use of
"Banked Days" for students, employees will
be required to make up the "Banked Days"
to satisfy their contract.****

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	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					
December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	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						
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Paid Holidays	
September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day
School Breaks- NO school	
Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break
Additional Days- NO School	
Nov 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May 29	Memorial Day

MAKE-UP DAYS:
*Employees are advised to not make plans
for any of these days:*
February 20, May 30 - June 2

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Lunchroom Monitor

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	
3	4	5	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
November 2016						
S	M	T	W	T	F	S
		1	2	3	4	
5	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		
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
			1	2	3	
4	5	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
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	
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		

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
1	2	3	4	5	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				
December 2016						
S	M	T	W	T	F	S
				1	2	
3	4	5	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						
February 2017						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
April 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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					
June 2017						
S	M	T	W	T	F	S
				1	2	
3	4	5	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						

Convocation Day for Staff (Required)

August 3

Closing Day for Staff

May 19

First Day for Students

August 10

Last Day for Students

May 18 (tentatively)

Paid Holidays

September 5 Labor Day
 November 24 Thanksgiving
 December 26 Christmas
 January 2 New Year's Day

School Breaks- NO school

Oct. 10-14 Fall Break
 Nov. 23-25 Thanksgiving
 Dec. 21- Jan 3 Winter Break
 April 3-11 Spring Break

Additional Days- NO School

Nov 8 Election Day
 Jan. 16 M.L. King, Jr. Day
 Feb. 20 President's Day
 May 29 Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July			
August	17		17
September	21	1	22
October	16		16
November	18	1	19
December	14	1	15
January	19	1	20
February	19		19
March	23		23
April	15		15
May	14		14
June	0		0
Contract Days from July 1 to June 30	176	4	180

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

February 20, May 30 - June 2

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract. ******

Henderson County Schools 2016-2017 Personnel Calendar - PAGE 8

**Program Assistant I II, Instructional Assistant I II, Instructional Monitor I II, Clerk, Receptionist
Computer Lab Tech. (Elem.), Library Media Clerk (Elem.), Clerical Asst II,
181 Custodian, Clerical Assistant III (Attendance), Health Service Assistant**

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	
3	4	5	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
November 2016						
S	M	T	W	T	F	S
		1	2	3	4	
5	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		
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
October 2016						
S	M	T	W	T	F	S
1	2	3	4	5	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				
December 2016						
S	M	T	W	T	F	S
				1	2	
3	4	5	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						
February 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
April 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
June 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				

Convocation Day for Staff (Required)	
August 3	
Closing Day for Staff	
May 19	
First Day for Students	
August 10	
Last Day for Students	
May 18 (tentatively)	

Paid Holidays	
September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day
School Breaks- NO school	
Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break
Additional Days- NO School	
Nov 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May 29	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	17		17
September	21	1	22
October	16		16
November	18	1	19
December	14	1	15
January	19	1	20
February	19		19
March	23		23
April	15		15
May	15		15
June	0		0
Contract Days from July 1 to June 30	177	4	181

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
February 20, May 30 - June 2

* HCHS Clerical Asst III (Attendance) (add 9 days)- 190

**** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract. ****

Bus Driver, Bus Monitor

August 2016							
S	M	T	W	T	F	S	
X	1	2	3	4	5	6	
X	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
October 2016							
S	M	T	W	T	F	S	
						X	
X	3	4	5	6	7	8	
X	10	X	X	X	X	X	
16	17	18	19	20	21	22	
X	24	25	26	27	28	29	
30	31						
December 2016							
S	M	T	W	T	F	S	
				1	2	X	
X	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	X	X	X	X	
X	26	X	28	29	30	31	
February 2017							
S	M	T	W	T	F	S	
			1	2	3	4	
X	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	X	21	22	23	24	25	
26	27	28					
April 2017							
S	M	T	W	T	F	S	
						X	
X	X	X	X	X	X	X	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
X	24	25	26	27	28	29	
June 2017							
S	M	T	W	T	F	S	
				1	2	3	
X	5	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		

Paid Holidays	
September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day
School Breaks- NO school	
Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break
Additional Days- NO School	
Nov 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May 29	Memorial Day

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
February 20, May 30 - June 2

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Preschool Bus Driver, Preschool Bus Monitor

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						

September 2016						
S	M	T	W	T	F	S
				1	2	3
5	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		

November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
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			

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	

May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

October 2016						
S	M	T	W	T	F	S
2	3	4	5	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					

December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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

February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

April 2017						
S	M	T	W	T	F	S
2	3	4	5	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						

June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Convocation Day for Staff (Not Required)
August 3
Closing Day for Staff
May 19
First Day for Students
August 10
Last Day for Students
May 18 (tentatively)

Paid Holidays	
September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day
School Breaks- NO school	
Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break
Additional Days- NO School	
Nov 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May 29	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	8		8
September	16	1	17
October	13		13
November	15	1	16
December	11	1	12
January	15	1	16
February	15		15
March	18		18
April	12		12
May	12		12
June	0		0

Contract Days from July 1 to June 30	135	4	139
1 8hr Training day between 7/1 & 8/10	1		1
	136		140

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:
February 20, May 30 - June 2

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Henderson County Schools 2016-2017 Classified Personnel Calendar - PAGE 10

Attendance Specialist, Clerical Assistant III (Secondary),

FRYSC (< 240 Days), School Mgr (195 Days - HCHS), Etc.

CALENDAR SHOWS 261 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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	
November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
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			
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
1	2	3	4	5	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				
December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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					
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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

Convocation Day for Staff (Required)
August 3

First Day for Students
August 10

Last Day for Students
May 18 (tentatively)

Paid Holidays
September 5 Labor Day
November 24 Thanksgiving
December 26 Christmas
January 2 New Year's Day

MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	20			
August	23			
September	21		1	
October	21			
November	21		1	
December	20		1	
January	20		1	
February	20			
March	23			
April	20			
May	22			
June	22			
Contract Days from July 1 to June 30	253		4	Total Contracted Days

**** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract****

Please choose # of contract days out of the available 253 work days. (The yellow column (# days in building) + the blue column (4 paid holidays) should equal the green column (Total Contract Days))

Please return copy with signature & supervisor approval to Human Resources.

Employee Signature

Supervisor Signature

Henderson County Schools 2016-2017 Classified Personnel Calendar - PAGE 11

Instructor I & Instructor II (Childcare)

Contract for school year 2016-2017 is for the 180 minimum/239 maximum workdays

CALENDAR SHOWS 261 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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	
November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
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			
January 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
March 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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				
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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

Convocation Day for Staff (Not Required)
August 3

First Day for Students
August 10

Last Day for Students
May 18 (tentatively)

Paid Holidays
September 5 Labor Day
November 24 Thanksgiving
December 26 Christmas
January 2 New Year's Day

MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	20			
August	23			
September	21		1	
October	21			
November	21		1	
December	20		1	
January	20		1	
February	20			
March	23			
April	20			
May	22			
June	22			
Contract Days from July 1 to June 30	253		4	Total Contracted Days

**** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract****

Please choose # of contract days out of the available 253 work days. (The yellow column (# days in building) + the blue column (4 paid holidays) should equal the green column (Total Contract Days))

Please return copy with signature & supervisor approval to Human Resources.

Employee Signature

Supervisor Signature

Henderson County Schools 2016-2017 Personnel Calendar - PAGE 12

Law Enforcement Officer, Crossing Guard

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	
3	4	5	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
November 2016						
S	M	T	W	T	F	S
1	2	3	4	5	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					
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
1	2	3	4	5	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				
October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	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					
December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	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						
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Convocation Day for Staff (Not Required)	
August 3	
Closing Day for Staff	
May 19	
First Day for Students	
August 10	
Last Day for Students	
May 18 (tentatively)	

Paid Holidays	
September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day
School Breaks- NO school	
Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break
Additional Days- NO School	
Nov 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May 29	Memorial Day

MONTH	WORK DAYS
July	0
August	16
September	21
October	16
November	18
December	14
January	19
February	19
March	23
April	15
May	14
June	0
Contract Days from July 1 to June 30	175

MAKE-UP DAYS:	
Employees are advised to not make plans for any of these days:	
February 20, May 30 - June 2	

**** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.****

Preschool Nurse

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	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						
September 2016						
S	M	T	W	T	F	S
				1	2	
4	5	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	
November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
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			
January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	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				
March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	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	
May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	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			

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	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			
October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	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					
December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	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
February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	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						
June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	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	

Convocation Day for Staff (Required)

August 3

Closing Day for Staff

May 19

First Day for Students

August 10

Last Day for Students

May 18 (tentatively)

Paid Holidays

September 5	Labor Day
November 24	Thanksgiving
December 26	Christmas
January 2	New Year's Day

School Breaks- NO school

Oct. 10-14	Fall Break
Nov. 23-25	Thanksgiving
Dec. 21- Jan 3	Winter Break
April 3-11	Spring Break

Additional Days- NO School

Nov 8	Election Day
Jan. 16	M.L. King, Jr. Day
Feb. 20	President's Day
May 29	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	20		20
September	16	1	17
October	13		13
November	15	1	16
December	11	1	12
January	15	1	16
February	15		15
March	18		18
April	12		12
May	12		12
June	0		0

Contract Days from July 1 to June 30	147	4	151
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MAKE-UP DAYS:

Employees are advised to not make plans
for any of these days:

February 20, May 30 - June 2

****** If school closures result in the use of
"Banked Days" for students, employees
will be required to make up the "Banked
Days" to satisfy their contract.******