

2017-18 Classified Work Calendars

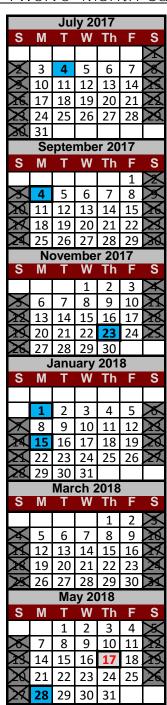
HENDERSON COUNTY SCHOOLS CLASSIFIED EMPLOYEE WORK CALENDARS 2017-18 INDEX

Job Title	<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 or Cook/Baker-Lunchroom Monitor	7c
Cook/Baker or Cook/Baker-Lunchroom Monitor (also employed	
as Childcare)	7e
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 (21st Century Community L C)	10
Dispatcher	4
Executive Assistant to the Superintendent	1
Food Service Lead Assistant I & II	7a
Food Service Manager	7
Food Service Operations Coordinator	7 g
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	7 a
Library Media Clerk (Elementary)	8
Library Media Clerk (Secondary)	5
Lunchroom Monitor	7d
Lunchroom Monitor (aslo employed as Childcare)	7f
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

Henderson County School 2017–2018 Classified Personnel Calendar – PAGE 1 *Twelve-Month Calendar* (260+days)





June 2018									
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Convocation Day for Staff (Required)	
August 2	

First Day for Students August 9

Last Day for Students
May 17 (tentatively)

Paid Holidays	3				
July 4		Independence Day			
September 4		Labor Day			
November 23		Thanksgiv	/ing		
December 22	& 25	Christmas	5		
January 1		New Year	's Day		
January 15		MLK, Jr. [Day		
May 28		Memorial	Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL		
June ***	22		22		
July	20	1	21		
August	23		23		
September	20	1	21		
October	22		22		
November	21	1	22		
December	19	2	21		
January	21	2	23		
February	20		20		
March	22		22		
April	21		21 23		
May	22	1			
June ***	21		21		
Contract Days					
from June 1 to May 31	253	8	261		
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***Days worked count toward the 17-18 school year

***Days worked count toward the 18-19 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.****

Henderson County Schools 2017-18 Classified Personnel Calendar - PAGE 2

Twelve-Month Calendar (240 days)

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Convocation Day for Staff (Required)
August 2

First Day for Students August 9

Last Day for Students
May 17 (tentatively)

Paid Holidays	
July 4	Independence Day
September 4	Labor Day
November 23	Thanksgiving
December 22 & 25	Christmas
January 1	New Year's Day
January 15	MLK, Jr. Day
May 28	Memorial Day

MONTH	AVAIL WORK DAYS	CHOOSE 232 DAYS	HOLIDAY	TOTAL
July	20		1	
August	23			
September	20		1	
October	22			
November	21		1	
December	19		2	
January	21		2	
February	20			
March	22			
April	21			
May	22		1	
June	21			
Contract Days from July 1 to June 30	252		8	240

"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 252 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)

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Closing D	ay for Staff	
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August 9	or Students	
Last Day f	or Students	
May 17	(tentatively)	

Paid Holidays				
September 4		Labor Day	/	
November 23		Thanksgiving		
December 25		Christmas		
January 1		New Year	's Dav	
School Breat	ks- NO schoo		o Day	
Oct. 9-13		Fall Break	7	
Nov. 22-24		Thanksgiv	3	
Dec. 20-Jan 1		Winter Br	•	
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April 2-8		Spring Bre		
Additional Da	ys- NO Scho			
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Feb. 19		President'	•	
May 22		Election D)av	
May 28		Memorial	•	
MONTH	WORK DAYS	HOLIDAY	TOTAL	
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July August September October November	11 23 20 17 19 13	1 1 1	11 23 21 17 20 14	
July August September October November December January	11 23 20 17 19 13 21	1 1 1	11 23 21 17 20 14 22	
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July August September October November December January February March April May June	11 23 20 17 19 13 21 19 20 16 21	1 1 1	11 23 21 17 20 14 22 19 20 16 21	

^{*}SMS Registrar (add 12 days) = 217

**** 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.****

MAKE-UP DAYS:

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

^{*}TBJELC Sec I (add 15 days) = 220

Henderson County Schools 2017–2018 Personnel Calendar - PAGE 4 <u>Dispatcher, Prog. Asst II (Child Find), School Secretary I (Elem. HCHS),</u> <u>Clerical Assistant III (HCHS Bookstore), Acct Clerk II (Sub Coord.), 200 day Custodian</u>

July 2017								
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**** 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.****

Convocation Day for Staff (Required)	
August 2	
Closing Day for Staff	
May 18	
First Day for Students	
August 9	
Last Day for Students	
May 17 (tentatively)	

Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO sch	nool
Oct. 9-13	Fall Break
Nov. 22-24	Thanksgiving
Dec. 20-Jan 1	Winter Break
March 8-9	No School
April 2-8	Spring Break

Additional Days- NO School								
Jan. 15		M.L. King,	Jr. Day					
Feb. 19		President's Day						
May 22	Election Day							
May 28		Memorial	Day					
MONTH	WORK DAYS	HOLIDAY	TOTAL					
July	7 *		7					
August	23		23					
September	20	1	21					
October	17		17					
November	19	1	20					
December	13	1	14					
January	21	1	22					
February	19		19					
March	20		20					
April	16		16					
May	21		21					
June	0*		0					
Contract Days								
from July 1 to	100	_						
June 30	196	4	200					

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

Purple Days in June or July:

Choose a total of 5 days approved by Principal.

Henderson County Schools 2017-2018 Personnel Calendar - PAGE 5

Secondary Library Media Clerk, Secondary Computer Lab Tech
August 2017 Convocation Day for Staff (Required)

July 2017								
S	М	Т	W	Th	F	S		
						\mathbb{X}		
\mathbb{X}	\times	X	X	\mathbb{X}	\times	\gg		
\mathbb{X}	M	\mathbf{X}	X	X	M	\mathbf{X}		
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X	31	<i>/</i> _5	<i>/</i> _ \	<i>y</i> ~	20	<u> </u>		
200		pte	mbe	r 20	17			
S	М	Т	W	Th	F	S		
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X	4	5	6	7	8	X		
X	11	12	13	14	15	\mathbf{X}		
X	18	19	20	21	22	X		
X	25	26	27	28	29	X		
	23		_,			~~		
	No	over	nbe	r 20	17			
S	M	T	W	Th	F	S		
			1	2	3	×		
X	6	7	8	9	10	\mathbf{X}		
X	13	14	15	16	17	$\overline{\mathcal{X}}$		
X	20	21	X	23	×	\mathbf{X}		
\mathbf{x}	27	28	29	30				
	J		ary	201	8			
S	M	Т	W	Th	F	S		
	1	2	3	4	5	\mathbb{X}		
X	8	9	10	11	12	X		
\mathbb{X}	×	16	17	18	19	X		
\mathbb{X}	22	23	24	25	26	X		
28	29	30	31					
		Mar		2018				
S	M	Т	W	Th	F	S		
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X	5	6	7	%	X	X		
X	12	13	14	15	16	X		
X	19	20	21	22	23	X		
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May 2018 T W Th

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October 2017
T W Th F

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 27

December 2017
M T W Th F

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becomulary Computer Lab recir
Convocation Day for Staff (Required)
August 2
Closing Day for Staff
May 18
First Day for Students
August 9
Last Day for Students
May 17 (tentatively)

Paid Holida	ys			
September 4 Labor Day				
November 2	3	Thanksgiving		
December 2	5	Christmas		
January 1	New Year	's Day		
School Brea	aks- NO scho	ool		
Oct. 9-13		Fall Break	(
Nov. 22-24		Thanksgiv	/ing	
Dec. 20-Jan	1	Winter Br	eak	
March 8-9		No Schoo	l	
April 2-8		Spring Bro	eak	
	Days- NO Sch			
Jan. 15		M.L. King	, Jr. Day	
Feb. 19		President	's Day	
May 22		Election D	Day	
May 28		Memorial	Day	
MONTH	WORK DAYS	HOLIDAY		
MONTH July	2	HOLIDAY	2	
July August	2 23		2 23	
July August September	2 23 20	HOLIDAY 1	2 23 21	
July August September October	2 23 20 17		2 23 21 17	
July August September	2 23 20 17 19	1	2 23 21 17 20	
July August September October	2 23 20 17 19 13	1 1 1	2 23 21 17 20 14	
July August September October November	2 23 20 17 19 13 21	1	2 23 21 17 20	
July August September October November December	2 23 20 17 19 13 21	1 1 1	2 23 21 17 20 14 22 19	
July August September October November December January	2 23 20 17 19 13 21 19 20	1 1 1	2 23 21 17 20 14 22	
July August September October November December January February	2 23 20 17 19 13 21 19 20 16	1 1 1	2 23 21 17 20 14 22 19 20 16	
July August September October November December January February March April May	2 23 20 17 19 13 21 19 20 16	1 1 1	2 23 21 17 20 14 22 19 20 16 15	
July August September October November December January February March April	2 23 20 17 19 13 21 19 20 16	1 1 1	2 23 21 17 20 14 22 19 20 16	
July August September October November December January February March April May June Contract Days	2 23 20 17 19 13 21 19 20 16	1 1 1	2 23 21 17 20 14 22 19 20 16 15	
July August September October November December January February March April May June	2 23 20 17 19 13 21 19 20 16	1 1 1	2 23 21 17 20 14 22 19 20 16 15	

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

**** 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 2017-2018 Personnel Calendar - PAGE 6

School Nurse, Occupational/Physical Therapist, Speech Assistant, OT Assistant

School Manager (MS), Staff Support Secretary

	July 2017								
S	М	Т	W	Th	F	S			
						\mathbb{X}			
\mathbb{X}	\mathbb{X}	X	\mathbb{X}	\mathbb{X}	\mathbb{X}	\mathbb{X}			
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\boxtimes	\searrow	\mathbf{X}	\mathbf{x}	X	X	X			
36	X								
	Se	pte	mbe	r 20	17				
S	М	T	W	Th	F	S			
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Ж	4	5	6	7	8	\times			
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X	18	19	20	21	22	×			
\nearrow	25	26	27	28	29	\gg			
	No	over	nbe	r 20	17				
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\times	6	7	8	9	10	\mathbb{X}			
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	20 27	21 28	× 29	23 30	X	S			
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S S	20 27 M	21 28 anu T 2	29 ary W 3 10	30 201 Th 4 11	8 F 5 12	s ××			
S XX	20 27 M	21 28 anu T	29 ary W	23 30 201 Th 4 11 18	8 F				
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	20 27 M 1 8 22 29	21 28 anu T 2 9 16 23 30	29 ary W 3 10 17 24 31	30 201 Th 4 11 18 25	8 F 5 12 19 26	s XXXX			
	20 27 M 1 8 22 29	21 28 anu T 2 9 16 23	29 W 3 10 17 24 31 ch 2	23 30 201 Th 4 11 18 25	8 F 12 19 26				
S XXXXX	20 27 M 1 8 22 29	21 28 anu T 2 9 16 23 30	29 ary W 3 10 17 24 31	30 201 Th 4 11 18 25	8 F 12 19 26	s XXXX s			
S S	20 27 M 8 22 29	21 28 anu T 2 9 16 23 30 Mar T	29 W 3 10 17 24 31 ch 2	23 30 201 Th 4 11 18 25	8 F 12 19 26				
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XX S XXXX S XX	20 27 M 8 22 29	21 28 anu T 2 9 16 23 30 Mar T	29 W 3 10 17 24 31 ch 2	23 30 201 Th 4 11 18 25 2018 Th	8 F 12 19 26				
	20 27 M 1 8 22 29	21 28 anu 7 2 9 16 23 30 Mar T	29 W 3 10 17 24 31 ch 2 W	23 30 201 Th 4 11 18 25 25 2018 Th	5 12 19 26				

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S	М	T	W	Th	F	S
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X	4	5	6	7	8	家
X	11	12	13	14	15	\mathbf{X}
X	18	19	X	X	22	X
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	F	ebru	Jary	201	8	
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		Apı	ril 20	018		
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\mathbf{X}	16	17	18	19	20	\mathbb{X}
	23	24	25	26	27	28
29	30					

May 2018										
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X	7	8	9	10	11	X				
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June 2018								
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Convocation Day for Staff (Required)
August 2
Closing Day for Staff
May 18
First Day for Students
August 9
Last Day for Students
May 17 (tentatively)

Paid Holida	ys			
September 4		Labor Day		
November 2	3	Thanksgiv	/ing	
December 2	5	Christmas	3	
January 1		New Year	's Day	
School Brea	aks- NO scho	ool		
Oct. 9-13		Fall Break	(
Nov. 22-24		Thanksgiv	/ing	
Dec. 20-Jan	1	Winter Br	eak	
March 8-9		No Schoo	I	
April 2-8		Spring Bro	eak	
	Days- NO Sch			
Jan. 15		M.L. King	, Jr. Day	
Feb. 19		President'	s Day	
May 22		Election Day		
May 28		Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL	
MONTH July	0	HOLIDAY	0	
July August	0 22	HOLIDAY	0 22	
July August September	0 22 20	HOLIDAY 1	0 22 21	
July August	0 22 20 17		0 22 21 17	
July August September	0 22 20 17 19	1	0 22 21 17 20	
July August September October	0 22 20 17 19 13	1	0 22 21 17 20 14	
July August September October November	0 22 20 17 19	1	0 22 21 17 20	
July August September October November December	0 22 20 17 19 13	1 1 1	0 22 21 17 20 14 22 19	
July August September October November December January	0 22 20 17 19 13 21 19 20	1 1 1	0 22 21 17 20 14 22 19	
July August September October November December January February	0 22 20 17 19 13 21 19 20	1 1 1	0 22 21 17 20 14 22 19 20	
July August September October November December January February March April May	0 22 20 17 19 13 21 19 20 16	1 1 1	0 22 21 17 20 14 22 19 20 16	
July August September October November December January February March April	0 22 20 17 19 13 21 19 20	1 1 1	0 22 21 17 20 14 22 19 20	
July August September October November December January February March April May June Contract Days	0 22 20 17 19 13 21 19 20 16	1 1 1	0 22 21 17 20 14 22 19 20 16	
July August September October November December January February March April May June	0 22 20 17 19 13 21 19 20 16	1 1 1	0 22 21 17 20 14 22 19 20 16	

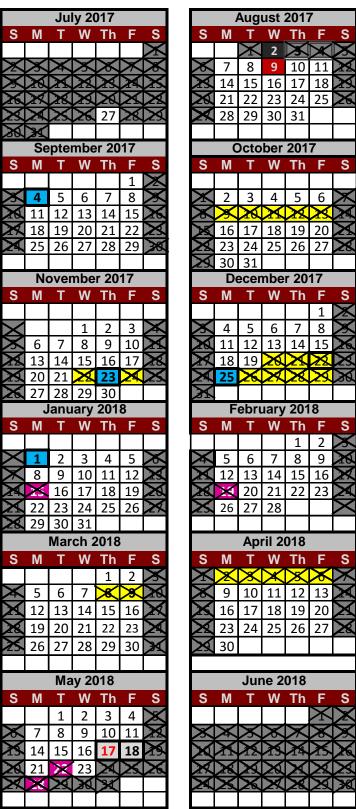
MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

**** 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 2017-2018 Personnel Calendar - PAGE 7 <u>Food Service Manager</u>



their contract.****

Convocation Day for Staff (Required)
August 2
Closing Day for Staff
May 18
First Day for Students
August 9
Last Day for Students
May 17 (tentatively)

Paid Holidays	S							
September 4		Labor Day						
November 23	3	Thanksgiving						
December 25	5	Christmas						
January 1 New Year's Day								
School Brea	ks- NO schoo	o <mark>l</mark>						
Oct. 9-13		Fall Break						
Nov. 22-24		Thanksgiving						
Dec. 20-Jan	1	Winter Break						
March 8-9		No School						
April 2-8		Spring Break						
	ays- NO Schoo							
Jan. 15		M.L. King, Jr.	Day					
Feb. 19		President's Day						
May 22		Election Day						
May 28		Memorial Day						
MONTH	WORK DAYS	HOLIDAY	TOTAL					
July	1		1					
August	20		20					
September	20	1	21					
October	17		17					
November	19	1	20					
December	13	1	14					
January	21	1	22					
February	19		19					
March	20		20					
April	16		16					
May	16		16					
June	0		0					
Contract Days								
from July 1 to								
June 30	180-182	4	184-186					

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

MAKE-UP DAYS:

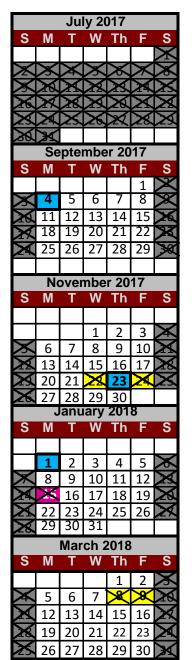
Employees are advised to not make plans

for any of these days:

February 19, May 21, May 23 - May 31

Employee will work a minimum of 184 days and will work each day students are in the building.

Henderson County Schools 2017-2018 Personnel Calendar - PAGE 7a **Food Service Lead Assistant**



August 2017								
S	M	T	W	Th	F	S		
		$\dot{\mathbb{X}}$	2	X	X	X		
\times	7	8	9	10	11	X		
X	14	15	16	17	18	X		
X	21	22	23	24	25	26		
$\overline{\mathbf{x}}$	28	29	30	31				
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25	16	17	18	19	20			
X	23	24	25	26	27	28		
X	30							

May 2018										
S	M T W Th F S									
		1	2	3	4	X				
X	7	8	9	10	11	X				
X	14	15	16	17	18	₹				
X	21	32	23	X	X	>				
X	X	X	X	X						

June 2018								
S	M	Т	W	Th	F	S		
					X	X		
X	\mathbb{X}	X	X	X	X	叉		
X	X	\mathbb{X}	**	X	X	X		
X	X	X	X	X	X	X		
义	X	X	X	X	X	义		

4)	1	ï	_	1	1 11 51 5 67 151 516161115	
X	21	22	23	24	25	X	August 9	
X	28	29	30	31			Last Day for Students	
							May 17 (tentatively)	
	C	Octo	ber	201	7			
S	M	Т	W	Th	F	S	Paid Holidays	
							September 4	Labor Day
区	2	3	4	5	6	\mathbb{X}	November 23	Thanksgivir
X	X	X	X	X	X	X	December 25	Christmas
X	16	17	18	19	20	X	January 1	New Year's
~ 7								

August 2

May 18

Closing Day for Staff

First Day for Students

Convocation Day for Staff (Required)

September 4		Labor Day			
November 23		Thanksgiving			
December 25	5	Christmas			
January 1		New Year's Da	ay		
	ks- NO schoo				
Oct. 9-13		Fall Break			
Nov. 22-24		Thanksgiving			
Dec. 20-Jan	1	Winter Break			
March 8-9		No School			
April 2-8		Spring Break			
	ays- NO Schoo				
Jan. 15		M.L. King, Jr.			
Feb. 19		President's Da	ay		
May 22		Election Day			
May 28		Memorial Day			
MONTH	WORK DAYS	HOLIDAY	TOTAL		
July	0		0		
August	20		20		
September	20	1	21		
October	17	4	17		
November	19	1	20		
<u>December</u>	13	1	14		
January	21	1	22		
February	19	1	19		
February March	19 20	1	19 20		
February March April	19 20 16	1	19 20 16		
February March April May	19 20	1	19 20		
February March April	19 20 16	1	19 20 16		
February March April May	19 20 16 16	1	19 20 16 16		
February March April May June	19 20 16 16	4	19 20 16 16		

	June 2018								
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X	X	X	*	X	\divideontimes	X			
X	X	X	X	X	X	X			
X	>	≥ €	X	X	X	X			

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

**** 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.****

Employee will work a minimum of 183 days and will work each day students are in the building.

Henderson County Schools 2017-2018 Personnel Calendar - PAGE 7b Preschool 4 day Cook/Baker



1	Convocation Day for Staff (Required)
F S	August 2
$\times \times$	Closing Day for Staff
XX	May 18
28/25	First Day for Students
XX	August 9
	Last Day for Students
	May 17 (tentatively)
7	

Paid Holidays	s									
September 4		Labor Day								
November 23	3	Thanksgiving								
December 25	,)	Christmas								
January 1		New Year's Da	ау							
School Brea	School Breaks- NO school									
Oct. 9-13		Fall Break								
Nov. 22-24		Thanksgiving								
Dec. 20-Jan	1	Winter Break								
March 8-9		No School								
April 2-8		Spring Break								
	ays- NO Schoo	ol .								
Jan. 15		M.L. King, Jr.	Day							
Feb. 19		President's Da	ıy							
May 22		Election Day								
May 28		Memorial Day								
MONTH	WORK DAYS	HOLIDAY	TOTAL							
July	0		0							
August	10		10							
September	15	1	16							
October	14		14							
November	16	1	17							
December	10	1	11							
January	17	1	18							
February	15		15							
March	16		16							
April	13		13							
May	12		12							
June	0		0							
Contract Days										
from July 1 to										
June 30	136-138	4	140-142							
1										

**** 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.***

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

Employee will work a minimum of 140 days and will work each day students are in the building. Last Day will be on 18th or 21st based on Closing Day

Henderson County Schools 2017-2018 Personnel Calendar - PAGE 7c Cook/Baker or Cook/Baker-Lunchroom Monitor



May 2018										
S	M T W Th F S									
		1	2	3	4	X				
X	7	8	9	10	11	X				
\mathbf{X}	14	15	16	17	18	X				
X	21	X	X	\nearrow	X	X				
M	7	X	\mathbf{X}	3						

	June 2018										
S	M	T	W	Th	F	S					
					\mathbb{X}	X					
X	\mathbb{X}	X	\mathbb{X}	X	\mathbb{X}	区					
X	X	X	X	X	$X \le$	χ					
X	X	X	X	X	X	X					
	X	\geq	X	X	X	≥ €					

**** 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.***

Convocatio	n Day for Staff (Required)
August 2	
Closing Day	for Staff
May 18	
First Day fo	r Students
August 9	
Last Day fo	r Students
May 17	(tentatively)

Paid Holiday:	•					
September 4	•	Labor Day				
November 23	}	Thanksgiving				
December 25		Christmas				
January 1		New Year's Da	av			
	ks- NO schoo		~,			
Oct. 9-13		Fall Break				
Nov. 22-24		Thanksgiving				
Dec. 20-Jan	1	Winter Break				
March 8-9		No School				
April 2-8		Spring Break				
Additional Da	ays- NO Schoo					
Jan. 15		M.L. King, Jr.	Day			
Feb. 19		President's Da	ny			
May 22		Election Day				
May 28		Memorial Day				
MONTH	WORK DAYS	HOLIDAY	TOTAL			
July	0		0			
August	20		20			
September	20	1	21			
October	17		17			
November	19	1	20			
December	13	1	14			
January	21	1	22			
February	19		19			
March	20		20			
April	16		16			
May	15 15					
June	0		0			
Contract Days						
from July 1 to		_				
June 30	178-180	4	182-184			

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

Employee will work a minimum of 182 days and will work each day students are in the building.

Henderson County Schools 2017-2018 Personnel Calendar - PAGE 7d Lunchroom Monitor



August 2017									
S	M	T	W	Th	F	S			
		X	2	3	X	X			
\times	7		9	10	11	X			
\mathbf{x}	14	15	16	17	18	X			
X	21	22	23	24	25	\mathbf{X}			
X	28	29	30	31					
	C	cto	ber	201	7				
S	M	Т	W	Th	F	S			
X	2	3	4	5	6	X			
\sim	\nearrow	X	X	X	X	X			
×	16	17	18	19	20	\mathbb{X}			
24	23	24	25	26	27	\gg			
29	30	31							
		ecer		r 20					
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X	11	12	13	14	15	X			
<u> </u>	18	19	<u> </u>	<u>×</u>	<u> </u>	X			
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S	D/I	Apı		018	F	S			
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25	16	17	18	19	20				
28	23	24	25	26	27	28			
X	30								

May 2018									
S	М	Т	W	Th	F	S			
		1	2	3	4	X			
X	7	8	9	10	11	X			
X	14	15	16	17	18	X			
X	X	32	X	\nearrow	X	X			
X	×	X	X	\gg					

	June 2018									
S	М	Т	W	Th	F	S				
					X	X				
×	X	X	X	X	X	X				
X	X	X	\mathbb{X}	X	\mathbb{X}	X				
X	X	X	X	X	X	X				
X	X	X	X	X	X	>€				

**** 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.****

Convocation Day for Staff (Required)
August 2
Closing Day for Staff
May 18
First Day for Students
August 9
Last Day for Students
May 17 (tentatively)

Paid Holiday	s					
September 4		Labor Day				
November 23	3	Thanksgiving				
December 25	5	Christmas				
January 1		New Year's Da	ay			
School Brea	ks- NO schoo	l				
Oct. 9-13		Fall Break				
Nov. 22-24		Thanksgiving				
Dec. 20-Jan	1	Winter Break				
March 8-9		No School				
April 2-8		Spring Break				
	ays- NO Schoo	ol .				
Jan. 15		M.L. King, Jr.				
Feb. 19		President's Da	ay			
May 22		Election Day				
May 28		Memorial Day				
MONTH	WORK DAYS	HOLIDAY	TOTAL			
July	0		0			
August	19		19			
September	20	1	21			
October	17		17			
November	19	1	20			
December	13	1	14			
January	21	1	22			
February	19		19			
March	20		20			
April	16		16			
May	14 14					
June	0		0			
Contract Days						
from July 1 to		_				
June 30	176-178	4	180-182			

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

Employee will work a minimum of 180 days and will work each day students are in the building.

Henderson County Schools 2017–2018 Personnel Calendar – PAGE 7e Cook/Baker/Lunchroom Monitor (also employed as Childcare)

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			ly 20		_				Aug		2017		
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			1	2	3	X	\times	4	5	6	7	8	X
X	6	7	8	9	10	X	X	11	12	13	14	15	38
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osures result in the use of students, employees will be the "Banked Days" to satisfy contract.****
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Convocation Da	ay for Staff (Required)
August 2	
Closing Day for	Staff
May 18	
First Day for Stu	udents
August 9	
Last Day for Stu	udents
May 17 (ter	ntatively)

Paid Holidays	•							
September 4		Labor Day						
November 23	!	Thanksgiving						
December 25		Christmas						
January 1	,	New Year's Da	21/					
	ks- NO schoo		ду					
Oct. 9-13	KS- NO SCHOO	Fall Break						
Nov. 22-24		Thanksgiving						
Dec. 20-Jan	1	Winter Break						
March 8-9	•	No School						
April 2-8		Spring Break						
	ays- NO Schoo							
Jan. 15		M.L. King, Jr.	Day					
Feb. 19		President's Da	•					
May 22		Election Day	,					
May 28		Memorial Day						
MONTH	WORK DAYS	HOLIDAY	TOTAL					
July	0		0					
August	17		17					
September	20	1	21					
October	17		17					
November	19	1	20					
December	13	1	14					
January	21	1	22					
February	19		19					
March	20		20					
April	16		16					
May	13		13					
June	0		0					
Contract Days								
from July 1 to		_						
June 30	173-175	4	177-179					

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

Employee will work a minimum of 177 days and will work each day students are in the building.

Henderson County Schools 2017–2018 Personnel Calendar – PAGE 7f <u>Lunchroom Monitor (also employed as Childcare)</u>

July 2017									Aug	ust	2017	7	
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S	M 1 8 22	2 9 16 23	3 10 17 24	201 Th 4 11	F 5 12	s XXXX	X XXX	5 12	6 13	7 14	1 8 15	F 2 9 16	s XXXX
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**** 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.****

Convocation Day for Staff (Required)
August 2
Closing Day for Staff
May 18
First Day for Students
August 9
Last Day for Students
May 17 (tentatively)

Paid Holiday	S		
September 4		Labor Day	
November 23		Thanksgiving	
December 25	5	Christmas	
January 1		New Year's Da	ay
School Brea	<mark>ks- NO schoo</mark>	l	
Oct. 9-13		Fall Break	
Nov. 22-24		Thanksgiving	
Dec. 20-Jan	1	Winter Break	
March 8-9		No School	
April 2-8		Spring Break	
	ays- NO Schoo		
Jan. 15		M.L. King, Jr.	•
Feb. 19		President's Da	ay
May 22		Election Day	
May 28		Memorial Day	
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	17		17
September	20	1	21
October	17		17
November	19	1	20
December	13	1	14
January	21	1	22
February	19		19
March	20		20
April	16		16
May	13		13
June	0		0
Contract Days			
from July 1 to		_	
June 30	173-175	4	177-179

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

Employee will work a minimum of 177 days and will work each day students are in the building.

Henderson County Schools 2017–2018 Personnel Calendar – **PAGE 7g**<u>Food Service Operations Coordinator</u>

		Ju	ly 20	017			August 2017									
S	M	Τ	W	Th	F	S	S	M	T	W	Th	F	S			
						\mathbb{X}			1	2	3	4	\times			
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X	X	×	X	X	X	X	X	21	22	23	24	25	X			
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X	31															
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Convocation	n Day for Staff (Required)	
August 2		
Closing Da	y for Staff	
May 18		
First Day fo	r Students	
August 9		
Last Day fo	r Students	
May 17	(tentatively)	

Paid Holiday	S							
September 4		Labor Day						
November 23	3	Thanksgiving						
December 25	5	Christmas						
January 1		New Year's Da	ay					
School Brea	ks- NO schoo							
Oct. 9-13		Fall Break						
Nov. 22-24		Thanksgiving						
Dec. 20-Jan	1	Winter Break						
March 8-9		No School						
April 2-8		Spring Break						
	ays- NO Schoo							
Jan. 15		M.L. King, Jr.						
Feb. 19		President's Da	ıy					
May 22		Election Day						
May 28		Memorial Day						
MONTH	WORK DAYS	HOLIDAY	TOTAL					
July	3		3					
August	23		23					
September	20	1	21					
October	17		17					
November	19	1	20					
December	13	1	14					
January	21	1	22					
February	19		19					
March	20		20					
April	16		16					
May	17		17					
June	0		0					
Contract Days								
from July 1 to								
June 30	186-188	4	190-192					

**** 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.***

MAKE-UP DAYS:

Employees are advised to not make plans

for any of these days:

February 19, May 21, May 23 - May 31

Employee will work a minimum of 184 days and will work each day students are in the building.

Henderson County Schools 2017-18 Personnel Calendar - PAGE 8

<u>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,</u>

181 Custodian, Clerical Assistant III (Attendance), Health Service Assistant

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Convocation Day for Staff (Required)
August 2
Closing Day for Staff
May 18
First Day for Students
August 9
Last Day for Students
May 17 (tentatively)

Paid Holidays	S			
September 4		Labor Day	/	
November 23	}	Thanksgiving		
December 25	;	Christmas	3	
January 1		New Year	's Day	
School Brea	ks- NO schoo	ol		
Oct. 9-13		Fall Break	(
Nov. 22-24		Thanksgiv	/ing	
Dec. 20-Jan 1	1	Winter Br	eak	
March 8-9		No Schoo	I	
April 2-8		Spring Bro	eak	
Additional Da	ays- NO Scho	ol		
Jan. 15		M.L. King	, Jr. Day	
Feb. 19		President	's Day	
May 22		Election D	ay	
May 28		Memorial	Day	
MONTH	WORK DAYS	HOLIDAY	TOTAL	
July	0		0	
			0	
August	18		18	
August September	20	1	18 21	
August	20 17		18 21 17	
August September	20 17 19	1	18 21 17 20	
August September October	20 17 19 13	1	18 21 17 20 14	
August September October November	20 17 19	1	18 21 17 20	
August September October November December	20 17 19 13	1	18 21 17 20 14	
August September October November December January	20 17 19 13 21	1	18 21 17 20 14 22	
August September October November December January February	20 17 19 13 21 19	1	18 21 17 20 14 22 19 20 16	
August September October November December January February March April May	20 17 19 13 21 19 20 16 14	1	18 21 17 20 14 22 19 20 16	
August September October November December January February March April	20 17 19 13 21 19 20 16	1	18 21 17 20 14 22 19 20 16	
August September October November December January February March April May June Contract Days	20 17 19 13 21 19 20 16 14	1	18 21 17 20 14 22 19 20 16	
August September October November December January February March April May June	20 17 19 13 21 19 20 16 14	1	18 21 17 20 14 22 19 20 16	

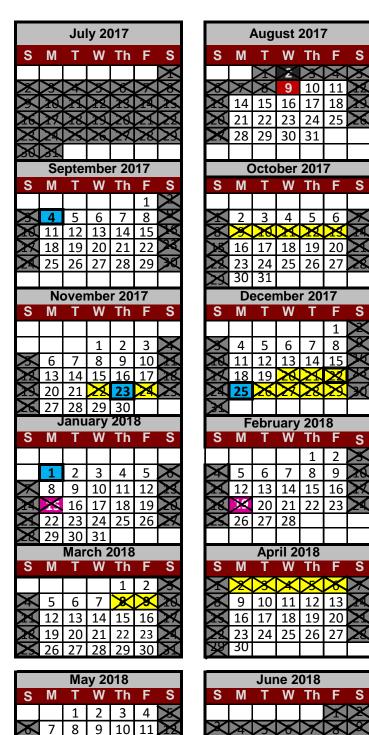
MAKE-UP DAYS:

Employees are advised to not make plans for any of these 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.****

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

Henderson County Schools 2017-18 Personnel Calendar - PAGE 9 Bus Driver, Bus Monitor



**** 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.***

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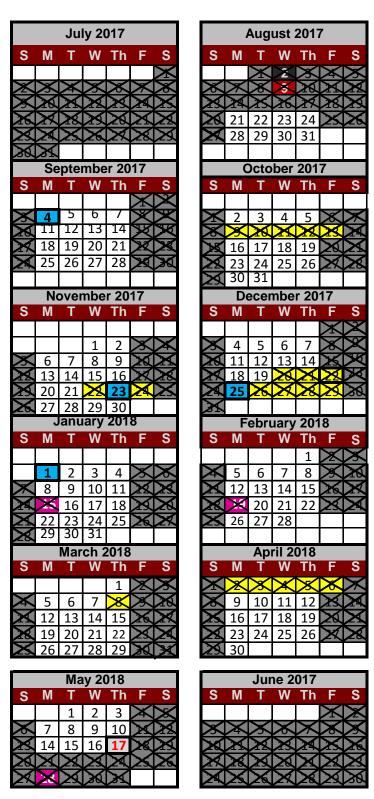
Convocation Day for Staff (Not Required)
August 2
Closing Day for Staff
May 18
First Day for Students
August 9
Last Day for Students
May 17 (tentatively)

Paid Holida	VS			
September 4		Labor Day	/	
November 2		Thanksgiving		
December 2	-	Christmas		
January 1		New Year		
	aks- NO scho			
Oct. 9-13		Fall Break	(
Nov. 22-24		Thanksgiv	/ing	
Dec. 20-Jan	1	Winter Br	•	
March 8-9		No Schoo		
April 2-8		Spring Bro		
	Days- NO Scho			
Jan. 15		M.L. King	, Jr. Day	
Feb. 19		President'	s Day	
May 22		Election D	ay	
May 28		Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL	
July	0		0	
August	17		17	
September	20	1	21	
October	17		17	
November	19	1	20	
December	13	1	14	
January	21	1	22	
February	19		19	
March	20		20	
April	16		16	
May	13		13	
June	0		0	
Contract Days	175	4	179	
from July 1 to		-		
June 30				
1 8hr Training	1		1	
day between 7/1 & 8/10	176		180	
//1 & 0/10	1/0		TOU	

MAKE-UP DAYS:

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

Henderson County Schools 2017–18 Personnel Calendar - PAGE 9a Preschool Bus Driver, Preschool Bus Monitor



**** 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.***

Convocatio	n Day for Sta	aff (Not Re	equired)					
August 2								
Closing Day for Staff								
May 18								
First Day for Students								
August 9								
Last Day for Students								
May 17	(tentatively)							
Paid Holida								
September 4		Labor Day						
November 2	-	Thanksgiv	•					
December 2	.5	Christmas						
January 1	al a NO	New Year	's Day					
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Oct. 9-13		Fall Break						
Nov. 22-24	4	Thanksgiv	•					
Dec. 20-Jan	1	Winter Br						
March 8-9		No Schoo	-					
April 2-8	NO Cab	Spring Bro	еак					
Jan. 15	Days- NO Sch	M.L. King	Ir Dov					
Feb. 19		President						
May 22		Election D						
May 28		Memorial	•					
MONTH	WORK DAYS		TOTAL					
July	0		0					
August	8		8					
September		1	16					
October	14		14					
November	16	1	17					
December	10	1	11					
January	17	1	18					
February	15		15					
March	16		16					
April	13		13					
May	11		11					
June	0		0					
Contract Days	135	4	139					
from July 1 to								
June 30	_							
1 8hr Training day between	1		1					
7/1 & 8/10	136		140					
7,1 0,0,10	130		7+0					

MAKE-UP DAYS:

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

Henderson County Schools 2017-18 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

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	M 5 12 19 26 M 2 9 16 23	6 13 20 27 Apr 1 3 10 17 24	7 14 21 28 ril 20 W 4 11 18 25	Th 1 8 15 22 018 Th 5 12 19 26	F 2 9 16 23 F 6 13	×		
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	5 12 19 26 2 9 16 23 30 M 4 11	6 13 20 27 Apr 10 17 24 Jur 5 12	7 14 21 28 W 4 11 18 25 W 6 13	1 8 15 22 018 Th 5 12 19 26 7 14	F 6 13 20 27 F 1	X X4 X8 X8		
	5 12 19 26 2 9 16 23 30 M 4 11 18	6 13 20 27 Apr T 3 10 17 24 Jur T 5 12	7 14 21 28 W 4 11 18 25 W	1 8 15 22 018 Th 5 12 19 26 7 14 21	F 2 9 16 23 F 6 13 20 27 F 1 8 15 22	X X4 X8 X8		
	5 12 19 26 2 9 16 23 30 M 4 11	6 13 20 27 Apr 10 17 24 Jur 5 12	7 14 21 28 W 4 11 18 25 W 6 13	1 8 15 22 018 Th 5 12 19 26 7 14	F 2 9 16 23 F 6 13 20 27 F 1 8 15	X X4 X8 X8		

Convocation Day for Staff (Required) August 2
First Day for Students August 9
Last Day for Students May 17 (tentatively)
Paid Holidays

Paid Holida	ys			
September 4 November 2		Labor Day Thanksgiving		
December 2		Christmas	•	
January 1			New Year	-
Garraary 1	AVAIL			<i>- - - - - - - - - -</i>
	WORK	CHOOSE		
MONTH	DAYS	DAYS	HOLIDAY	TOTAL
July	20			
August	23			
September	20		1	
October	22			
November	21		1	
December	19		1	
January	21		1	
February	20			
March	22			
April	21			
May	22			
June	21			
Contract Days				Total
from July 1 to	252		A	Contracted
June 30	252		4	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 252 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 2017-18 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 2017								
S	М	Т	W	Th	F	S		
						\mathbb{X}		
×	3	\mathbb{X}	5	6	7	\aleph		
×	10	11	12	13	14	\mathbb{X}		
X	17	18	19	20	21	X		
X	24	25	26	27	28	X		
叉	31							
September 2017								
S	M	T	W	Th	F	S		
					1	\mathbb{X}		
X	4	5	6	7	8	\mathbb{X}		
X	11	12	13	14	15	\mathbb{X}		
X	18	19	20	21	22	X		
X	25	26	27	28	29	X		
	No	over						
S	M	Т	W	Th	F	S		
			1	2	3	\mathbb{X}		
X	6	7	8	9	10	\mathbf{X}		
X	13	14	15	16	17	X		
菜	20	21	22	23	24	$\overline{\mathbf{x}}$		
菜	27	28	29	30				
	J	anu	ary	201	8			
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	1	2	3	4	5	X		
X	8	9	10	11	12	X		
\mathbb{X}	X	16	17	18	19	X		
\mathbb{X}	22	23	24	25	26	X		
X	29	30	31					
		Mar						
S	M	T	W	Th	F	S		
				1	2	\mathbb{X}		
\times	5	6	7	8	9	\mathcal{M}		
\mathbb{X}	12	13	14	15	16	\mathbb{X}		
28	19	20	21	22	23	\cong		
X	26	27	28	29	30	\mathcal{M}		

	August 2017							
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\times	7	8	9	10	11	X		
$\overline{\mathbf{x}}$	14	15	16	17	18	X		
X	21	22	23	24	25	X		
×	28	29	30	31				
		cto	ber	201	7			
S	М	T	W	Th	F	S		
\mathbb{X}	2	3	4	5	6	X		
$\overline{\mathbf{x}}$	9	10	11	12	13	M		
X	16	17	18	19	20	X		
冢	23	24	25	26	27	×		
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	18	19	20	21	22	X		
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May 2018									
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X	21	22	23	24	25	X			
X	28	29	30	31					

	June 2018									
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X	18	19	20	21	22	X				
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Convocation Day for Staff (Required)
August 2

First Day for Students
August 9

Last Day for Students
May 17 (tentatively)

Paid Holidays	Paid Holidays							
September 4 November 23 December 25 January 1		Labor Day Thanksgiving Christmas New Year's Day						
MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL				
July	20							
August	23							
September	20		1					
October	22							
November	21		1					
December	19		1					
January	21		1					
February	20							
March	22							
April	21							
May	22							
June	21							
Contract Days				Total				
from July 1 to	252			Contracted				
June 30	252		4	Days				

"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 2017-18 Personnel Calendar - PAGE 12 Law Enforcement Officer, Crossing Guard



Convocation Day for Staff (Required)
August 2
Closing Day for Staff
May 18
First Day for Students
August 9
Last Day for Students
May 17 (tentatively)

Paid Holiday	ys					
September 4	4	Labor Day				
November 2		Thanksgiving				
December 2	5	Christmas				
January 1		New Year's Day				
	aks- NO scho					
Oct. 9-13		Fall Break				
Nov. 22-24		Thanksgiving				
Dec. 20-Jan	1	Winter Break				
March 8-9		No School				
April 2-8		Spring Break				
Additional [Days- NO Scho					
Jan. 15		M.L. King, Jr. Day				
Feb. 19		President's Day				
May 22		Election Day				
May 28		Memorial Day				
MONTH	WORK DAYS					
July	0					
August	17					
September	20					
October	17					
November	19					
December	13					
January	21					
February	19					
March	20					
April	16					
May	13					
June	0	To				
Contract Days	175					
from July 1 to						
June 30						

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

**** 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 2017-2018 Personnel Calendar - PAGE 13

Preschool Nurse
August 2017

M T W Th F S

August 2

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\mathcal{K}	X	\mathbb{X}	X	X	X	X		X	21	22	23	24	\times	\times
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X	$\overline{\mathbf{x}}$													
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Convocation Day for Staff (Required)									
August 2									
Closing Da	Closing Day for Staff								
May 18	May 18								
	First Day for Students								
August 9	Otadonio								
	Last Day for Students								
May 17									
Paid Holida									
September 4		Labor Day	/						
November 2	23	Thanksgiv	/ing						
December 2	25	Christmas	3						
January 1		New Year	's Day						
School Bre	aks- NO scho								
Oct. 9-13		Fall Break	(
Nov. 22-24		Thanksgiv	/ing						
Dec. 20-Jan	1	Winter Br	•						
March 8-9		No Schoo	I						
April 2-8									
Additional I	Additional Days- NO School								
Jan. 15	Jan. 15 M.L. King, Jr. Day								
Feb. 19									
May 22									
May 28		Memorial	Day						
MONTH	WORK DAYS								
July	0		0						
August	20		20						
September	15	1	16						
October	14		14						
November	16	1	17						
December	10	1	11						
January	17	1	18						
February	15		15						
March	16		16						
April	13		13						
May	11		11						
June	0		0						
Contract Days									
from July 1 to		_							
June 30	147	4	151						

MAKE-UP DAYS:

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

February 19, May 21, May 23 - May 31

**** 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.****