

Southgate Independent Schools - Work Schedule
July 1, 2017-June 30, 2018

Employee Name

Job Title

240
Contract Days

	M	T	W	T	F	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	TOTALS			
June 2017				1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30	June 0	SCHOOL DAYS	
July	NC	NC	NC	1	1		1	1	1	1	1		1	1	1	1	1		1	1	1	1	1		1				July 18	0		
August		1	2	3	4		NC	NC	NC	NC	NC		1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	August 18	11	
Sept					1		1	4	5	6	7	8		1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	Sept 21	20
Oct	2	3	4	5	6		9	10	11	12	13		1	1	1	1	1	1		1	1	1	1	1		1	1			Oct 21	19	
Nov			1	2	3		6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30	Nov 5	19		
Dec					1		4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29	Dec 0	14	
Jan 2018	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30	31		Jan 0	20		
Feb				1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28		Feb 0	19		
Mar				1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30	Mar 0	22	
Apr	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30				Apr 0	16		
May		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30	31	May 0	12		
June 2018	3	4	5	6	7		10	11	12	13	14		17	18	19	20	21		24	25	26	27	28						June 0	0		
Totals																														83	172	

NC = Non-Contract Day (non-paid day)

V = Vacation Day (paid day)

H = Holiday (paid day)

E = Election Day

S = Sick Day

PD = Professional Development Day

Indicate a Non-Contract Day by placing "NC" in the space

Indicate a Vacation Day by placing a "1" and "V" in the space

Indicate a Holiday by placing a "1" and "H" in the space

O = Opening Day

PT=ParentTchrConf

C = Closing Day

K = First Day for Students

L = Last Day for Students

RF = Ready Fest

Select appropriate days worked to date in order to calculate the total days for the year.

Employee Signature _____

Date _____

Noted: 11 vacation days carried over from 2016-17

15 vacation days granted for 2017-18

1 vacation day used during 2017-18

25 total vacation days remaining