

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

Employee Name

Job Title

240
Contract Days

	M	T	W	T	F	S	S	T	W	T	F	S	S	T	W	T	F	S	S	T	W	T	F	S	S	T	W	T	F	TOTALS	SCHOOL DAYS			
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
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	1	1	1			NC	NC	NC	NC	NC			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	1	1	1	1	1			1	9	10	11	12	13		1	1	1	1	1			1	1	1	1	1		1	1				Oct 21	19
Nov			1	1	1			1	1	1	1	1	1		1	1	1	1	1			1	1	1	1	1		1	1	1	1		Nov 21	19
Dec					1			1	4	5	6	7	8	10	1	1	1	1	1			1	1	1	1	1		1	1	1	1	1	Dec 17	14
Jan 2018	1	NC	1	1	1			8	9	10	11	12			15	16	17	18	19			22	23	24	25	26		29	30	31			Jan 4	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																																	120	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

2 vacation days used during 2017-18

24 total vacation days remaining