

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  |    | M | T         | W   | T  | F  |    | M | T  | W   | T  | F  |    | M | T  | W  | T  | F  | TOTALS |            |                |     |
|--------------|--------|----|----|---|---|---|---|----|----|----|----|----|---|-----------|-----|----|----|----|---|----|-----|----|----|----|---|----|----|----|----|--------|------------|----------------|-----|
| June<br>2017 |        |    |    | 1 | 2 |   |   | 5  | 6  | 7  | 8  | 9  |   | 12        | 13  | 14 | 15 | 16 |   | 19 | 20  | 21 | 22 | 23 |   | 26 | 27 | 28 | 29 | 30     | June<br>0  | SCHOOL<br>DAYS |     |
| July         | NC     | NC | NC | 1 | 1 |   |   | 1  | 1  | 1  | 1  | 1  |   | 1         | 1   | 1  | 1  | 1  |   | 1  | 1   | 1  | 1  | 1  |   | 1  |    |    |    |        | July<br>18 | 0              |     |
| August       |        | 1  | 1  | 1 | 1 |   |   | NC | NC | NC | NC | NC |   | 1<br>O/RF | 1   | 1  | 1  | 1  | 1 |    | 1   | 1  | 1  | 1  | 1 |    | 1  | 1  | 1  | 1      |            | August<br>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<br>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<br>21      | 19  |
| Nov          |        |    | 1  | 2 | 3 |   |   | 6  | 7  | 8  | 9  | 10 |   | 1         | 1   | 1  | 1  | 1  | 1 |    | 1   | 1  | 1  | 1  | 1 |    | 1  | 1  | 1  | 1      |            | Nov<br>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<br>17      | 14  |
| Jan<br>2018  | 1<br>H | 2  | 3  | 4 | 5 |   |   | 8  | 9  | 10 | 11 | 12 |   | 1<br>H    | 0.5 | 1  | 1  | 1  | 1 |    | 1   | 1  | 1  | 1  | 1 |    | 1  | 1  | 1  | 1      | 1          | Jan<br>21.5    | 20  |
| Feb          |        |    |    | 1 | 2 |   |   | 5  | 6  | 7  | 8  | 9  |   | 1         | 1   | 1  | 1  | 1  | 1 |    | 0.5 | 1  | 1  | 1  | 1 |    | 1  | 1  | 1  |        |            | Feb<br>19.5    | 19  |
| Mar          |        |    |    | 1 | 2 | 3 |   | 5  | 6  | 7  | 8  | 9  |   | 1         | 1   | 1  | 1  | 1  | 1 |    | 1   | 1  | 1  | 1  | 1 |    | 1  | 1  | 1  | 1      | 1          | Mar<br>7       | 22  |
| Apr          | 2      | 3  | 4  | 5 | 6 |   |   | 9  | 10 | 11 | 12 | 13 |   | 1         | 1   | 1  | 1  | 1  | 1 |    | 1   | 1  | 1  | 1  | 1 |    | 1  |    |    |        |            | Apr<br>0       | 16  |
| May          |        | 1  | 2  | 3 | 4 |   |   | 7  | 8  | 9  | 10 | 11 |   | 1         | 1   | 1  | 1  | 1  | 1 |    | 1   | 1  | 1  | 1  | 1 |    | 1  | 1  | 1  | 1      | 1          | May<br>0       | 12  |
| June<br>2018 | 3      | 4  | 5  | 6 | 7 |   |   | 10 | 11 | 12 | 13 | 14 |   | 1         | 1   | 1  | 1  | 1  | 1 |    | 1   | 1  | 1  | 1  | 1 |    | 1  |    |    |        |            | June<br>0      | 0   |
| Totals       |        |    |    |   |   |   |   |    |    |    |    |    |   |           |     |    |    |    |   |    |     |    |    |    |   |    |    |    |    |        |            | 164            | 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