

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	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	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	2	3	4		NC	NC	NC	NC	NC		14 O/R	15	16	17	18		21	22	23	24	25		28	29	30	31		August 18	11
Sept					1			4 H	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29	Sept 21	20
Oct	2 1	3 1	4 1	5 1	6 1			9	10	11	12	13 NC		16	17	18	19	20		23	24	25	26	27		30 1	31				Oct 21	19
Nov			1	2	3			6	7	8	9	10		13	14	15	16	17		20	21	22	23 H	24 NC		27	28	29	30		Nov 21	19
Dec					1			4	5	6	7	8	10	11	12	13	14	15		18	19	20	21	22		25	26	27	28	29	Dec 17	14
Jan 2018	1 H	2 NC	3 1	4 1	5 1			8	9	10	11	12		15 H	16 0.5	17	18	19		22	23	24	25	26		29	30	31			Jan 21.5	20
Feb				1	2			5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28			Feb 19.5	19
Mar				1	2	3		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30	Mar 23	22
Apr	NC	2 1	3 1	4 NC	5 NC			9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30 1					Apr 18	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 8	12
June 2018			4	5	6	7		10	11	12	13	14		17	18	19	20	21		24	25	26	27	28							June 0	0
Totals																															206	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

3.5 vacation days used during 2017-18

22.5 total vacation days remaining