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

Greg Duty — Employee Name

Superintendent — 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	3 NC	4 NC	5 NC	6 1	7 1		10 1	11 1	12 1	13 1	14 1		17 1	18 1	19 1	20 1	21 1		24 1	25 1	26 1	27 1	28 1		31 1					July **18**	0
August		1 1	2 1	3 1	4 1		7 NC	8 NC	9 NC	10 NC	11 NC		14 1 O/RF	15 1	16 1	17 1	18 1		21 1	22 1	23 1	24 1	25 1		28 1	29 1	30 1	31 1		August **18**	11
Sept					1 1		4 1 H	5 1	6 1	7 1	8 1		11 1	12 1	13 1	14 1	15 1		18 1	19 1	20 1	21 1	22 1 V1		25 1	26 1	27 1	28 1	29 1	Sept **21**	20
Oct	2 1	3 1	4 1	5 1	6 1		9 1	10 1	11 1	12 1	13 NC		16 1	17 1	18 1	19 1	20 1		23 1	24 1	25 1	26 1	27 1		30 1	31 1				Oct **21**	19
Nov			1 1	2 1	3 1		6 1	7 1	8 1	9 1	10 1		13 1	14 1	15 1	16 1	17 1		20 1	21 1	22 1	23 1 H	24 NC		27 1	28 1	29 1	30 1		Nov **21**	19
Dec					1 1		4 1	5 1	6 1	7 1	8 1	10 1	11 1	12 1 V2	13 1	14 1	15 1		18 1	19 1	20 1	21 1	22 NC		25 NC	26 NC	27 NC	28 NC	29 1	Dec **17**	14
Jan 2018	1 1 H	2 NC	3 1	4 1	5 1		8 1	9 1	10 1	11 1	12 1		15 1 H	16 0.5	17 1	18 1	19 1		22 1	23 1	24 1	25 1	26 1		29 1	30 1	31 1			Jan **21.5**	20
Feb				1 1	2 1		5 1	6 1	7 1	8 1	9 1		12 1	13 1	14 1	15 1	16 1		19 0.5	20 1	21 1	22 1	23 1		26 1	27 1	28 1			Feb **19.5**	19
Mar				1 1	2 1	3 1	5 1	6 1	7 1	8 1	9 1		12 1	13 1	14 1	15 1	16 1		19 1	20 1	21 1	22 1	23 1 V3(.5)		26 1	27 1	28 1	29 1	30 1 V3(.5)	Mar **23**	22
Apr	2 NC	3 1	4 1	5 NC	6 NC		9 1	10 1	11 1	12 1	13 1		16 1	17 1	18 1	19 1	20 1		23 1	24 1	25 1	26 1	27 1 V4(.5)		30 1					Apr **18**	16
May		1 1	2 1	3 1	4 1		7 1	8 1	9 1	10 1	11 1		14 1	15 1 V5	16 1 V6	17 1	18 1		21 1	22 1	23 1	24 1	25 1		28 1 V7	29 1	30 1	31 1		May **23**	12
June 2018		4 1	5 1	6 1	7 1		10 1	11 1	12 1	13 1	14 1		17 1	18 1	19 1	20 1	21 1 V8		24 1	25 1	26 1	27 1 V9	28 1 V10							June **19**	0
Totals																														**240**	*172*

NC = Non-Contract Day (non-paid day) — Indicate a Non-Contract Day by placing "NC" in the space
V = Vacation Day (paid day) — Indicate a Vacation Day by placing a "1" and "V" in the space
H = Holiday (paid day) — Indicate a Holiday by placing a "1" and "H" in the space
S = Sick Day
E = Election Day
PD = Professional Development Day
O = Opening Day
PT=ParentTchrConf
C = Closing Day
RF = Ready Fest
K = First Day for Students
L = Last Day for Students

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
9.5 vacation days used during 2017-18
16.5 total vacation days remaining