



2018-19
Classified
Work
Calendars

**HENDERSON COUNTY SCHOOLS
CLASSIFIED EMPLOYEE WORK CALENDARS 2018-19**

INDEX

<u>Job Title</u>	<u>Calendar Page</u>
Account Clerk I (Child Nutrition)	1
Account Clerk I (HCHS)	2
Account Clerk II	1
Account Clerk II (Substitute Coordinator)	5
Account Clerk III	1
Administrative Secretary I (240 day)	2
Administrative Secretary I (260+ day)	1
Attendance Data Technician (240 day)	2
Attendance Data Technician (220 day)	3
Attendance Specialist	2
Bus Driver	9
Bus Driver Training Coordinator	2
Bus Monitor	9
CDC Assistant Supervisor	2
Clerical Assistant II (MNT)	1
Clerical Assistant II (NMS/SMS/CAS)	8
Clerical Assistant III (HCHS Bookstore)	5
Clerical Assistant III (CSS)	2
Clerical Assistant III (Elementary)	8
Clerical Assistant III (HCHS)	6
Clerk	8
Computer Lab Technician (Elementary)	8
Cook/Baker or Cook/Baker-Lunchroom Monitor	10a
Cook/Baker or Cook/Baker-Lunchroom Monitor (also employed as Childcare)	10b
Crossing Guard	10b
Custodial Supervisor (260 day)	1
Custodial Supervisor (240 day)	2
Custodian (260 day)	1
Custodian (240 day)	2
Custodian (200 day)	5
Custodian (181 day)	8
Director (Child Nutrition)	2
Director (Finance)	1
Director (Maintenance)	1
Director (Transportation)	2
Director (Athletic)	2
Dispatcher	5
Executive Assistant to the Superintendent	1
Food Service Lead Assistant I & II	10
Food Service Manager	10
Food Service Operations Coordinator	6
FRYSC Coordinator (240 day)	2
Health Services Assistant	8

Human Resources Manager	1
Instructional Assistant I & II	8
Instructional Monitor I & II	8
Instructor I & II (Childcare)	11
LAN Technician	1
LAN/WAN Technician	2
Law Enforcement Officer	10b
Lead Custodian Service Worker	1
Lead Food Service Assistant I	9
Library Media Clerk (Elementary)	8
Library Media Clerk (Secondary)	6
Lunchroom Monitor	10b
Lunchroom Monitor (also employed as Childcare)	10b
Maintenance (260 day)	1
Maintenance (240 day)	2
Microcomputer Specialist	2
Mental Health Counselor	3
Occupational Therapist	7
Payroll Clerk I	2
Payroll Clerk II	1
Physical Therapist	7
Preschool Bus Driver	9a
Preschool Bus Monitor	9a
Preschool Cook/Baker	10c
Preschool Lunchroom Monitor	10c
Preschool Nurse	7a
Program Assistant I	8
Program Assistant II	8
Public Information Officer	2
Public Relations Officer	1
Receptionist (HCHS)	8
Registrar	4
School Manager (Middle School)	7
School Manager (195 day HCHS)	3
School Nurse	7
School Secretary I (TBJELC, Elem. & HCHS)	5
School Secretary II (Middle School)	4
School Secretary II (HCHS Central Unit)	2
School Secretary II (HCHS CTE)	5
Social Worker	3
Staff Support Secretary	7
Therapy Assistant (OTA)	7
Transportation Area Assistant	2
Utility Worker	1
Vehicle Maintenance Manager	1
Vehicle Mechanic I	2
Vehicle Mechanic II & III	1

***Twelve-Month Calendar* (260+days)**

June 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Convocation Day for Staff (Required)
August 2

First Day for Students
August 8

Last Day for Students
May 16 (tentatively)

Paid Holidays	
July 4	Independence Day
September 3	Labor Day
November 22	Thanksgiving
December 24 & 25	Christmas
January 1	New Year's Day
January 21	MLK, Jr. Day
May 27	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
June ***	21		21
July	21	1	22
August	23		23
September	19	1	20
October	23		23
November	21	1	22
December	19	2	21
January	21	2	23
February	20		20
March	21		21
April	22		22
May	22	1	23
June ***	20		20
Contract Days from June 1 to May 31	253	8	261

***Days worked count toward the 18-19 school year

***Days worked count toward the 19-20 school year

**** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.****

***Twelve-Month Calendar* (240 days)**

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Convocation Day for Staff (Required)
August 2

First Day for Students
August 8

Last Day for Students
May 16 (tentatively)

September 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Paid Holidays

July 4	Independence Day
September 3	Labor Day
November 22	Thanksgiving
December 24 & 25	Christmas
January 1	New Year's Day
January 21	MLK, Jr. Day
May 27	Memorial Day

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONTH	AVAIL WORK DAYS	CHOOSE 232 DAYS	HOLIDAY	TOTAL
July	21		1	
August	23			
September	19		1	
October	23			
November	21		1	
December	19		2	
January	21		2	
February	20			
March	21			
April	22			
May	22		1	
June	20			
Contract Days from July 1 to June 30	252		8	240

January 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

****** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract******

March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Please choose 232 contract days out of the available 252 work days. (The yellow column (232) + the blue column (8) should equal the green column (240))

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Please return copy with signature & supervisor approval to Human Resources.

Employee Signature

Supervisor Signature

Henderson County Schools 2018-19 Classified Personnel Calendar - PAGE 3

Mental Health Counselor, Social Worker, School Manager (HCHS-195 days), etc.

CALENDAR SHOWS 261 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 2018						
S	M	T	W	Th	F	S
X	2	3	4	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	27	28	29	30	31	

Convocation Day for Staff (Required)	
August 2	
Closing Day for Staff	
May 17	
First Day for Students	
August 8	
Last Day for Students	
May 16 (tentatively)	

September 2018						
S	M	T	W	Th	F	S
X	3	4	5	6	7	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X

October 2018						
S	M	T	W	Th	F	S
X	1	2	3	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	25	26	X
X	29	30	31			

Paid Holidays	
September 3	Labor Day
November 22	Thanksgiving
December 25	Christmas
January 1	New Year's Day

November 2018						
S	M	T	W	Th	F	S
				1	2	X
X	5	6	7	8	9	X
X	12	13	14	15	16	X
X	19	20	21	22	23	X
X	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	S
						X
X	3	4	5	6	7	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X
X	31					

MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	21			
August	23			
September	19		1	
October	23			
November	21		1	
December	19		1	
January	21		1	
February	20			
March	21			
April	22			
May	22			
June	20			
Contract Days from July 1 to June 30	252		4	Total Contracted Days

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	X
X	7	8	9	10	11	X
X	14	15	16	17	18	X
X	21	22	23	24	25	X
X	28	29	30	31		

February 2019						
S	M	T	W	Th	F	S
					1	X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28		

**** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract****

Please choose # of contract days out of the available 252 work days. (The yellow column (# days in building) + the blue column (4 paid holidays) should equal the green column (Total Contract Days))

Please return copy with signature & supervisor approval to Human Resources.

March 2019						
S	M	T	W	Th	F	S
X					1	X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28	29	X

April 2019						
S	M	T	W	Th	F	S
X	1	2	3	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	25	26	X
X	29	30				

May 2019						
S	M	T	W	Th	F	S
X			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	27	28	29	30	31	

June 2019						
S	M	T	W	Th	F	S
X						X
X	3	4	5	6	7	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X

Employee Signature

Supervisor Signature

Henderson County Schools 2018-2019 Personnel Calendar - PAGE 6
Secondary Library Media Clerk, Clerical Assistant III (HCHS),
Food Service Operations Coordinator

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

September 2018						
S	M	T	W	Th	F	S
						1
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	
8	9	10	11	12	13	14
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

November 2018						
S	M	T	W	Th	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2018						
S	M	T	W	Th	F	S
						1
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
22	23	24	25	26	27	28
29	30	31				

February 2019						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2019						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2019						
S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2019						
S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Convocation Day for Staff (Required)	
August 2	
Closing Day for Staff	May 17
First Day for Students	August 8
Last Day for Students	May 16 (tentatively)

Paid Holidays	
September 3	Labor Day
November 22	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO school	
October 8-12	Fall Break
November 21-23	Thanksgiving
December 20-January 1	Winter Break
March 8	No School
April 1-5	Spring Break
Additional Days- NO School	
January 21	M.L. King, Jr. Day
February 18	President's Day
November 6; May 21	Election Day
May 27	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	2		2
August	23		23
September	19	1	20
October	18		18
November	18	1	19
December	13	1	14
January	21	1	22
February	19		19
March	20		20
April	17		17
May	15		15
June	0		0
Contract Days from July 1 to June 30	185	4	189

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
March 8, May 20-24; 28-31

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

**School Nurse, Occupational/Physical Therapist, OT Assistant
School Manager (MS), Staff Support Secretary**

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

September 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	29	30				

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

November 2018						
S	M	T	W	Th	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

February 2019						
S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28		

March 2019						
S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
	30	31				

April 2019						
S	M	T	W	Th	F	S
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

May 2019						
S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

June 2019						
S	M	T	W	Th	F	S

Convocation Day for Staff (Required)	
August 2	
Closing Day for Staff	
May 17	
First Day for Students	
August 8	
Last Day for Students	
May 16 (tentatively)	

Paid Holidays	
September 3	Labor Day
November 22	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO school	
October 8-12	Fall Break
November 21-23	Thanksgiving
December 20-January 1	Winter Break
March 8	No School
April 1-5	Spring Break
Additional Days- NO School	
January 21	M.L. King, Jr. Day
February 18	President's Day
November 6; May 21	Election Day
May 27	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	23		23
September	19	1	20
October	18		18
November	18	1	19
December	13	1	14
January	21	1	22
February	19		19
March	20		20
April	17		17
May	13		13
June	0		0
Contract Days from July 1 to June 30	181	4	185

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
March 8, May 20-24; 28-31

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Preschool Nurse

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Convocation Day for Staff (Required)			
August 2			
Closing Day for Staff			
May 17			
First Day for Students			
August 8			
Last Day for Students			
May 16 (tentatively)			
Paid Holidays			
September 3	Labor Day		
November 22	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 8-12	Fall Break		
November 21-23	Thanksgiving		
December 20-January 1	Winter Break		
March 8	No School		
April 1-5	Spring Break		
Additional Days- NO School			
January 21	M.L. King, Jr. Day		
February 18	President's Day		
November 6; May 21	Election Day		
May 27	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	20		20
September	15	1	16
October	15		15
November	14	1	15
December	11	1	12
January	17	1	18
February	15		15
March	16		16
April	14		14
May	10		10
June	0		0
Contract Days from July 1 to June 30	147	4	151

MAKE-UP DAYS:
 Employees are advised to not make plans for any of these days:
March 8, May 20-24; 28-31

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Henderson County Schools 2018-19 Personnel Calendar - **PAGE 8**

**Program Assistant I II, Instructional Assistant I II, Instructional Monitor I II, Clerk, Receptionist
Computer Lab Tech. (Elem.), Library Media Clerk (Elem.), Clerical Asst II,
Clerical Asst III (Elem.), 181 Custodian, Health Service Asst**

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
		8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Convocation Day for Staff (Required)	
August 2	
Closing Day for Staff	
May 17	
First Day for Students	
August 8	
Last Day for Students	
May 16 (tentatively)	

September 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Paid Holidays	
September 3	Labor Day
November 22	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO school	
October 8-12	Fall Break
November 21-23	Thanksgiving
December 20-January 1	Winter Break
March 8	No School
April 1-5	Spring Break
Additional Days- NO School	
January 21	M.L. King, Jr. Day
February 18	President's Day
November 6; May 21	Election Day
May 27	Memorial Day

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	19		19
September	19	1	20
October	18		18
November	18	1	19
December	13	1	14
January	21	1	22
February	19		19
March	20		20
April	17		17
May	13		13
June	0		0
Contract Days from July 1 to June 30	177	4	181

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
March 8, May 20-24; 28-31

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Bus Driver, Bus Monitor

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			8	9	10	
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

September 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

November 2018						
S	M	T	W	Th	F	S
				1	2	
	5	6	7	8	9	
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

December 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	
7	8	9	10	11		
14	15	16	17	18		
22	23	24	25	26		
28	29	30	31			

February 2019						
S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
11	12	13	14	15		
19	20	21	22			
25	26	27	28			

March 2019						
S	M	T	W	Th	F	S
					1	
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

April 2019						
S	M	T	W	Th	F	S
	8	9	10	11	12	
15	16	17	18	19		
22	23	24	25	26		
29	30					

May 2019						
S	M	T	W	Th	F	S
			1	2	3	
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

June 2019						
S	M	T	W	Th	F	S

Convocation Day for Staff (Not Required)	
August 2	
Closing Day for Staff	May 17
First Day for Students	August 8
Last Day for Students	May 16 (tentatively)

Paid Holidays	
September 3	Labor Day
November 22	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO school	
October 8-12	Fall Break
November 21-23	Thanksgiving
December 20-January 1	Winter Break
March 8	No School
April 1-5	Spring Break
Additional Days- NO School	
January 21	M.L. King, Jr. Day
February 18	President's Day
November 6; May 21	Election Day
May 27	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	18		18
September	19	1	20
October	18		18
November	18	1	19
December	13	1	14
January	21	1	22
February	19		19
March	20		20
April	17		17
May	12		12
June	0		0
Contract Days from July 1 to June 30	175	4	179
[1] 8hr Training day between 7/1 & 8/10	1		1
	176		180

MAKE-UP DAYS:
 Employees are advised to not make plans for any of these days:
March 8, May 20-24; 28-31

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Henderson County Schools 2018–2019 Personnel Calendar – PAGE 10
Food Service Manager & Food Service Lead Assistant

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Convocation Day for Staff (Not Required)	
August 2	
Closing Day for Staff	
May 17	
First Day for Students	
August 8	
Last Day for Students	
May 16	(tentatively)

Paid Holidays	
September 3	Labor Day
November 22	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO school	
October 8-12	Fall Break
November 21-23	Thanksgiving
December 20-January 1	Winter Break
March 8	No School
April 1-5	Spring Break
Additional Days- NO School	
January 21	M.L. King, Jr. Day
February 18	President's Day
November 6; May 21	Election Day
May 27	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	21		21
September	19	1	20
October	18		18
November	18	1	19
December	13	1	14
January	21	1	22
February	19		19
March	20		20
April	17		17
May	13		13
June	0		0
Contract Days from July 1 to June 30	179	4	183

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
March 8, May 20-24; 28-31

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Henderson County Schools 2018–2019 Personnel Calendar – PAGE 10c
Preschool 4 day Cook/Baker

July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	Th	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Convocation Day for Staff (Not Required)	
August 2	
Closing Day for Staff	
May 17	
First Day for Students	
August 8	
Last Day for Students	
May 16	(tentatively)

Paid Holidays	
September 3	Labor Day
November 22	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO school	
October 8-12	Fall Break
November 21-23	Thanksgiving
December 20-January 1	Winter Break
March 8	No School
April 1-5	Spring Break
Additional Days- NO School	
January 21	M.L. King, Jr. Day
February 18	President's Day
November 6; May 21	Election Day
May 27	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	9		9
September	15	1	16
October	15		15
November	14	1	15
December	11	1	12
January	17	1	18
February	15		15
March	16		16
April	14		14
May	10		10
June	0		0
Contract Days from July 1 to June 30	136	4	140

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
March 8, May 20-24; 28-31

****** If school closures result in the use of "Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.******

Henderson County Schools 2018-19 Classified Personnel Calendar - PAGE 11

Instructor I & Instructor II (Childcare)

Contract for school year 2018-19 is for the 180 minimum/239 maximum workdays

CALENDAR SHOWS 261 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 2018						
S	M	T	W	Th	F	S
X	2	3	4	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	30	31				

August 2018						
S	M	T	W	Th	F	S
X			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	27	28	29	30	31	

Convocation Day for Staff (Not Required)
August 2

First Day for Students
August 8

Last Day for Students
May 16 (tentatively)

September 2018						
S	M	T	W	Th	F	S
X						X
X	3	4	5	6	7	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X

October 2018						
S	M	T	W	Th	F	S
X		1	2	3	4	5
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	25	26	X
X	29	30	31			

Paid Holidays
September 3 Labor Day
November 22 Thanksgiving
December 25 Christmas
January 1 New Year's Day

November 2018						
S	M	T	W	Th	F	S
X				1	2	X
X	5	6	7	8	9	X
X	12	13	14	15	16	X
X	19	20	21	22	23	X
X	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	S
X						X
X	3	4	5	6	7	8
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X
X	31					

MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	21			
August	23			
September	19		1	
October	23			
November	21		1	
December	19		1	
January	21		1	
February	20			
March	21			
April	22			
May	22			
June	20			
Contract Days from July 1 to June 30	252		4	Total Contracted Days

January 2019						
S	M	T	W	Th	F	S
X		1	2	3	4	X
X	7	8	9	10	11	X
X	14	15	16	17	18	X
X	22	23	24	25	26	X
X	28	29	30	31		

February 2019						
S	M	T	W	Th	F	S
X					1	X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28		

**** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract****

March 2019						
S	M	T	W	Th	F	S
X					1	X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28	29	X

April 2019						
S	M	T	W	Th	F	S
X		1	2	3	4	5
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	25	26	X
X	29	30				

Please choose # of contract days out of the available 253 work days. (The yellow column (# days in building) + the blue column (4 paid holidays) should equal the green column (Total Contract Days))

May 2019						
S	M	T	W	Th	F	S
X			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	28	29	30	31		

June 2019						
S	M	T	W	Th	F	S
X						X
X	3	4	5	6	7	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X

Please return copy with signature & supervisor approval to Human Resources.

Employee Signature

Supervisor Signature