



# **2019-20 Classified Work Calendars**

**Approved June 10, 2019**

**HENDERSON COUNTY SCHOOLS**  
**CLASSIFIED EMPLOYEE WORK CALENDARS 2019-2020**  
**INDEX**

<u><b>Job Title</b></u>	<u><b>Calendar Page</b></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 (210 day)	3
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
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
Custodian (140 day)	10c
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 Asst. I or Food Service Asst.I/Lunchroom Monitor	10a
Food Service Asst. I or Food Service Asst.I/Lunchroom Monitor (also employed as childcare)	10b
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 Food Service Asst. I	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 2019						
S	M	T	W	Th	F	S
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29

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

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

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

February 2020						
S	M	T	W	Th	F	S
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29

April 2020						
S	M	T	W	Th	F	S
			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30		

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

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

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

January 2020						
S	M	T	W	Th	F	S
			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

March 2020						
S	M	T	W	Th	F	S
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

May 2020						
S	M	T	W	Th	F	S
					1	2
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30

June 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30				

Convocation Day for Staff (Required)	
August 5	

First Day for Students	
August 7	

Last Day for Students	
May 18	(tentatively)

Paid Holidays	
July 4	Independence Day
September 2	Labor Day
November 28	Thanksgiving
December 24 & 25	Christmas
January 1	New Year's Day
January 20	MLK, Jr. Day
May 25	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
June ***	20		20
July	22	1	23
August	22		22
September	20	1	21
October	23		23
November	20	1	21
December	20	2	22
January	21	2	23
February	20		20
March	22		22
April	22		22
May	20	1	21
June ***	22		22
Contract Days from June 1 to May 31	252	8	260

***Days worked count toward the 19-20 school year
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***Days worked count toward the 20-21 school year
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**** 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.****
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**\*Twelve-Month Calendar\* (240 days)**

July 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			

August 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 5

**First Day for Students**  
August 7

**Last Day for Students**  
May 18 (tentatively)

September 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					

October 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		

**Paid Holidays**

July 4	Independence Day
September 2	Labor Day
November 28	Thanksgiving
December 24&25	Christmas
January 1	New Year's Day
January 20	MLK, Jr. Day
May 25	Memorial Day

November 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

December 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				

MONTH	AVAIL WORK DAYS	CHOOSE 232 DAYS	HOLIDAY	TOTAL
July	22		1	
August	22			
September	20		1	
October	23			
November	20		1	
December	20		2	
January	21		2	
February	20			
March	22			
April	22			
May	20		1	
June	22			
Contract Days from July 1 to June 30	254		8	240

January 2020						
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 2020						
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

March 2020						
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 2020						
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 2020						
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

June 2020						
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\*\*\*\*

Please choose 232 contract days out of the available 254 work days.  
(The yellow column (232) + the blue column (8) should equal the green column (240))

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

Employee Signature

Supervisor Signature

# Henderson County Schools 2019–20 Classified Personnel Calendar - PAGE 3

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

**Attendance Data Technician (220 day), Attendance Specialist, etc.**

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

July 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			

August 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 5	
Closing Day for Staff	
May 19	
First Day for Students	
August 7	
Last Day for Students	
May 18 (tentatively)	

September 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				

October 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		

Paid Holidays				
September 2	Labor Day			
November 28	Thanksgiving			
December 25	Christmas			
January 1	New Year's Day			
MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	22			
August	22			
September	20		1	
October	23			
November	20		1	
December	20		1	
January	21		1	
February	20			
March	22			
April	22			
May	20			
June	22			
Contract Days from July 1 to June 30	254		4	Total Contracted Days

November 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

December 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			

January 2020						
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 2020						
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

March 2020						
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 2020						
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 2020						
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

June 2020						
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\*\*\*\*

Please choose # of contract days out of the available 254 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.

Employee Signature

Supervisor Signature

**School Secretary II (Middle School), Registrar\***

July 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			

August 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

September 2019						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 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		

November 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

December 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				

January 2020						
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 2020						
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

March 2020						
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 2020						
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 2020						
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 2020						
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 5	
Closing Day for Staff	
May 19	
First Day for Students	
August 7	
Last Day for Students	
May 18	(tentatively)

Paid Holidays			
September 2	Labor Day		
November 28	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 7-11	Fall Break		
November 27-29	Thanksgiving		
December 23-January 3	Winter Break		
March 20	No School		
April 6-10	Spring Break		
Additional Days- NO School			
January 20	M.L. King, Jr. Day		
February 17	President's Day		
March 23	No School		
November 5; May 19	Election Day(staff report)		
May 25	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	14		14
August	22		22
September	20	1	21
October	18		18
November	18	1	19
December	15	1	16
January	19	1	20
February	19		19
March	20		20
April	17		17
May	19		19
June	0		0
Contract Days from July 1 to June 30	201	4	205

\*SMS Registrar (add 12 days) = 217

**MAKE-UP DAYS:**

Employees are advised to not make plans for any of these days:

**March 20, May 20-22; 26-29, June 1-9**

\*\*\*\* 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. \*\*\*\*



**Clerical Assistant III (HCHS Bookstore), Acct Clerk II (Sub Coord.), School Sec. II (HCHS CTE)**

**\*\*\*\* 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.\*\*\*\***



**Secondary Library Media Clerk, Clerical Assistant III (HCHS),  
Food Service Operations Coordinator**

July 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			

August 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 5	
Closing Day for Staff	
May 19	
First Day for Students	
August 7	
Last Day for Students	
May 18 (tentatively)	

September 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				

October 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	

Paid Holidays	
September 2	Labor Day
November 28	Thanksgiving
December 25	Christmas
January 1	New Year's Day

School Breaks- NO school	
October 7-11	Fall Break
November 27-29	Thanksgiving
December 23-January 3	Winter Break
March 20	No School
April 6-10	Spring Break

Additional Days- NO School	
January 20	M.L. King, Jr. Day
February 17	President's Day
March 23	No School
November 5; May 19	Election Day(staff report)
May 25	Memorial Day

November 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

December 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			

January 2020						
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 2020						
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

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	3		3
August	22		22
September	20	1	21
October	18		18
November	18	1	19
December	15	1	16
January	19	1	20
February	19		19
March	20		20
April	17		17
May	14		14
June	0		0
Contract Days from July 1 to June 30	<b>185</b>	<b>4</b>	<b>189</b>

March 2020						
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 2020						
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		

MAKE-UP DAYS:	
<i>Employees are advised to not make plans for any of these days:</i>	
<b>March 20, May 20-22; 26-29; June 1-9.</b>	

**\*\*\*\* 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 Manager (MS), Staff Support Secretary**

**\*\*\*\* 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 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				

August 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

September 2019						
S	M	T	W	Th	F	S
	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 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

November 2019						
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

December 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

January 2020						
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 2020						
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 2020						
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 2020						
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 2020						
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 2020						
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 5			
Closing Day for Staff			
May 19			
First Day for Students			
August 7			
Last Day for Students			
May 18 (tentatively)			
Paid Holidays			
September 2	Labor Day		
November 28	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 7-11	Fall Break		
November 27-29	Thanksgiving		
December 23-January 3	Winter Break		
March 20	No School		
April 6-10	Spring Break		
Additional Days- NO School			
January 20	M.L. King, Jr. Day		
February 17	President's Day		
March 23	No School		
November 5; May 19	Election Day(staff report)		
May 25	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	19		19
September	16	1	17
October	15		15
November	14	1	15
December	12	1	13
January	15	1	16
February	15		15
March	17		17
April	14		14
May	10		10
June	0		0
Contract Days from July 1 to June 30	147	4	151

MAKE-UP DAYS:	
<i>Employees are advised to not make plans for any of these days:</i>	
<b>March 20, May 20-22; 26-29; June 1-9</b>	

**\*\*\*\* 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.\*\*\*\***

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

**\*\*\*\* 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

**\*\*\*\* 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 9a**

## Preschool Bus Driver, Preschool Bus Monitor

July 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			

August 2019						
S	M	T	W	Th	F	S
19	20	21	22			
26	27	28	29	30	31	

September 2019						
S	M	T	W	Th	F	S
	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 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2019						
S	M	T	W	Th	F	S
	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 2019						
S	M	T	W	Th	F	S
	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 2020						
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 2020						
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

March 2020						
S	M	T	W	Th	F	S
	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 2020						
S	M	T	W	Th	F	S
			1	2	3	4
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2020						
S	M	T	W	Th	F	S
	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 2020						
S	M	T	W	Th	F	S

Convocation Day for Staff (not Required)			
August 5			
Closing Day for Staff			
May 19			
First Day for Students			
August 7			
Last Day for Students			
May 18 (tentatively)			
Paid Holidays			
September 2		Labor Day	
November 28		Thanksgiving	
December 25		Christmas	
January 1		New Year's Day	
School Breaks- NO school			
October 7-11		Fall Break	
November 27-29		Thanksgiving	
December 23-January 3		Winter Break	
March 20		No School	
April 6-10		Spring Break	
Additional Days- NO School			
January 20		M.L. King, Jr. Day	
February 18		President's Day	
March 23		No School	
November 5; May 19		Election Day	
May 25		Memorial Day	
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	8		8
September	16	1	17
October	15		15
November	13	1	14
December	12	1	13
January	15	1	16
February	15		15
March	17		17
April	14		14
May	10		10
June	0		0
Contract Days from July 1 to June 30	135	4	139
*[1] 8hr Training day between 7/1 & 8/10	1*		1
	136		140

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
March 20, May 20-22; 26-29; June 1-9

\*\*\*\* 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.\*\*\*\*

## Food Service Manager & Food Service Lead Assistant

July 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			

August 2019						
S	M	T	W	Th	F	S
					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

September 2019						
S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	14
	16	17	18	19	20	
	23	24	25	26	27	
	30					

October 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		

November 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

December 2019						
S	M	T	W	Th	F	S
	2	3	4	5	6	
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 2020						
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 2020						
S	M	T	W	Th	F	S
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

March 2020						
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 2020						
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 2020						
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 2020						
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				

<b>Convocation Day for Staff (Not Required)</b>
August 5
<b>Closing Day for Staff</b>
May 19
<b>First Day for Students</b>
August 7
<b>Last Day for Students</b>
May 18 (tentatively)

Paid Holidays			
September 2		Labor Day	
November 28		Thanksgiving	
December 25		Christmas	
January 1		New Year's Day	
School Breaks- NO school			
October 7-11		Fall Break	
November 27-29		Thanksgiving	
December 23- January 3		Winter Break	
March 20		No School	
April 6-10		Spring Break	
Additional Days- NO School			
January 20		M.L. King, Jr. Day	
February 17		President's Day	
March 23		No School	
November 5; May 19		Election Day	
May 25		Memorial Day	
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	21		21
September	20	1	21
October	18		18
November	17	1	18
December	15	1	16
January	19	1	20
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 20, May 20-22; 26-29; June 1-9**

**\*\*\*\* 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.\*\*\*\***



**Food Service Asst. I or Food Service Asst. I/Lunchroom Monitor**

July 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			

August 2019						
S	M	T	W	Th	F	S
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 2019						
S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30					

October 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		

November 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

December 2019						
S	M	T	W	Th	F	S
	2	3	4	5	6	
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 2020						
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 2020						
S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	<del>15</del>	18	19	20	21	
	24	25	26	27	28	

March 2020						
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 2020						
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 2020						
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

June 2020						
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				

<b>Convocation Day for Staff (Not Required)</b>
August 5
<b>Closing Day for Staff</b>
May 19
<b>First Day for Students</b>
August 7
<b>Last Day for Students</b>
May 18 (tentatively)

Paid Holidays			
September 2	Labor Day		
November 28	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 7-11	Fall Break		
November 27-29	Thanksgiving		
December 23-January 3	Winter Break		
March 20	No School		
April 6-10	Spring Break		
Additional Days- NO School			
January 20	M.L. King, Jr. Day		
February 17	President's Day		
March 23	No School		
November 5; May 19	Election Day		
May 25	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	19		19
September	20	1	21
October	18		18
November	17	1	18
December	15	1	16
January	19	1	20
February	19		19
March	20		20
April	17		17
May	12		12
June	0		0
Contract Days from July 1 to June 30	176	4	180

**MAKE-UP DAYS:**

*Employees are advised to not make plans for any of these days:*

**March 20, May 20-22; 26-29; June 1-9**

**\*\*\*\* 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.\*\*\*\***

**Lunchroom Monitor, Law Enforcement Officer, Crossing Guard**

June 2020						
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.\*\*\*\***



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

## Instructor I & Instructor II (Childcare)

Contract for school year 2019-2020 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 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			

August 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 (Not Required)**  
August 5

**First Day for Students**  
August 7

**Last Day for Students**  
May 18 (tentatively)

September 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					

October 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		

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

November 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

December 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				

MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	22			
August	22			
September	20		1	
October	23			
November	20		1	
December	20		1	
January	21		1	
February	20			
March	22			
April	22			
May	20			
June	22			
Contract Days from July 1 to June 30	254		4	Total Contracted Days

January 2020						
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 2020						
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

\*\*\*\* 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 2020						
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 2020						
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 # 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 2020						
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

June 2020						
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