



DRAFT

**2020-21
Personnel
Work
Calendars**

DRAFT - to be presented at July 20, 2020 Board of Education meeting for approval

HENDERSON COUNTY SCHOOLS
EMPLOYEE WORK CALENDARS 2020-2021

INDEX

<u>Job Title</u>	<u>Calendar Page</u>
Account Clerk I (Child Nutrition)	1
Account Clerk I (HCHS)	2
Account Clerk I (HCHS CTE)	3
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
Administrative Secretary II	1
Attendance Data Technician	3
Attendance Specialist	3
Bus Driver	9
Bus Driver Training Coordinator	2
Bus Monitor	9
Certified Employee (185 day contract)	7
Certified Employee (extended day contract)	2 or 3
Child Development Center 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
Community Relations Specialist	5
Computer Lab Technician (Elementary)	8
Computer Lab Technician (HCHS)	6
Computer Maintenance Technician	2
Computer Operations Manager	2
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
Data Dictionary Specialist	2
Database Administrator	2
Director (Child Nutrition)	2
Director (Finance)	1
Director (Maintenance)	1
Director (Public Information)	2
Director (Transportation)	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 Lead Assistant I (TBJELC)	7a
Food Service Manager	10
Food Service Program Coordinator	6
FRYSC Coordinator (240 day)	2
Health Services Assistant	8
Human Resources Personnel Assistant	1
Human Resources Manager	1
Instructional Assistant I & II	8
Instructional Monitor I & II	8
Instructor I & II (Childcare)	11
Insurance Clerk II	2
LAN Technician	1
Law Enforcement Officer	10b
Lead Computer Maintenance Technician	1
Lead Custodian Service Worker	1
Lunchroom Monitor	10b
Lunchroom Monitor (also employed as Childcare)	10b
Maintenance (260 day)	1
Maintenance (240 day)	2
Microcomputer Specialist (HCHS)	5
Microcomputer Specialist (NMS/SMS)	7
Mental Health Counselor	3
Occupational Therapist	7
Operatings Systems Administrator	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
Purchasing Assistant	2
Receptionist (HCHS)	8
Registrar (SMS)	3
Registrar (NMS)	4
School Manager (Elementary & Middle School)	7
School Manager (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
Support Services Aide	8
Therapy Assistant (OTA)	7
Transportation Area Assistant	2
Utility Worker	2
Vehicle Maintenance Manager	1
Vehicle Mechanic I	2
Vehicle Mechanic II & III	1

Henderson County School 2020-2021 Personnel Calendar - PAGE 1

Twelve-Month Calendar (260+ days)

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				

July 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	

Convocation Day for Staff (Required)	
August 10	

First/Last Day for Students	
August 26	
May 18	

August 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				

September 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		

Paid Holidays	
July 3	Independence Day
September 7	Labor Day
November 26	Thanksgiving
December 24 & 25	Christmas
January 1	New Year's Day
January 18	MLK, Jr. Day
May 31	Memorial Day

October 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

November 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					

No School	
November 3	Presidential Election
Variable Instructional Calendar Days	
November 25, 27	
December 28, 29, 30, 31	

December 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		

January 2021						
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	WORK DAYS	HOLIDAY	TOTAL
June ***	22		22
July	22	1	23
August	21		21
September	21	1	22
October	22		22
November	20	1	21
December	21	2	23
January	19	2	21
February	20		20
March	23		23
April	22		22
May	20	1	21
June ***	22		22
Contract Days from June 1 to May 31	253	8	261

February 2021						
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 2021						
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			

***Days worked count toward the 20-21 school year.
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***Days worked count toward the 21-22 school year.
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**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

April 2021						
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 2021						
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 2021						
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				

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 2

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

July 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	

August 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					

September 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			

October 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	

November 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				

December 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		

January 2021						
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

February 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 10	

First/Last Day for Students

August 26	
May 18	

Paid Holidays

July 3	Independence Day
September 7	Labor Day
November 26	Thanksgiving
December 24 & 25	Christmas
January 1	New Year's Day
January 18	MLK, Jr. Day
May 31	Memorial Day

No School

November 3	Presidential Election
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Variable Instructional Calendar Days

November 25, 27	
December 28, 29, 30, 31	

MONTH	AVAIL WORK DAYS	CHOOSE 232 DAYS	HOLIDAY	TOTAL
July	22		1	
August	21			
September	21		1	
October	22			
November	20		1	
December	21		2	
January	19		2	
February	20			
March	23			
April	22			
May	20		1	
June	22			
Contract Days from July 1 to June 30	253		8	240

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Please choose 232 contract days out of the available 253 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 2020-2021 Personnel Calendar - PAGE 3

220: Attendance Data Tech; 210: Acct. Clerk I (HCHS CTE), Attendance Specialist; 217: Registrar (SMS)
200/210: Mental Health Counselor, Social Worker; 195: School Manager (HCHS); Certified (with Extended Days)
CALENDAR SHOWS 235 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 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	

September 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			

November 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					

January 2021						
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 2021						
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 2021						
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 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				

October 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

December 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 2021						
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				

April 2021						
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 2021						
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 10				
Closing Day for Staff				
May 19				
First/Last Day for Students				
August 26				
May 18				
Paid Holidays				
September 7		Labor Day		
November 26		Thanksgiving		
December 25		Christmas		
January 1		New Year's Day		
No School				
November 3		Presidential Election		
Variable Instructional Calendar Days				
6 days total as approved by supervisor during the following time frame: July 2020; May (20-28), 2021; or June 2021				
MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	22			
August	21			
September	21		1	
October	17			
November	17		1	
December	16		1	
January	19		1	
February	20			
March	23			
April	17			
May	20			
June	22			
Contract Days from July 1 to June 30	235		4	Total Contracted Days

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Please choose # of contract days out of the available 235 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

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 4

School Secretary II (Middle School), Registrar (NMS)

July 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	

September 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			

November 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					

January 2021						
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 2021						
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 2021						
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 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				

October 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

December 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 2021						
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				

April 2021						
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 2021						
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 10	
Closing Day for Staff	
May 19	
First/Last Day for Students	
August 26	
May 18	
Paid Holidays	
September 7	Labor Day
November 26	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO school	
October 5-9	Fall Break
November 25-27	Thanksgiving
December 23-January 1	Winter Break
April 5-9	Spring Break
Additional Days- NO School	
January 18	M.L. King, Jr. Day
February 15	President's Day
March 22	No School
November 3	Election Day (Presidential)
May 31	Memorial Day
Variable Instructional Calendar Days	
6 days total as approved by supervisor during the following time frame: July 2020; or May (20-27), 2021	

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	13		13
August	21		21
September	21	1	22
October	17		17
November	17	1	18
December	16	1	17
January	19	1	20
February	19		19
March	22		22
April	17		17
May	19		19
June	0		0
Contract Days from July 1 to June 30	201	4	205

MAKE-UP DAYS:
 Employees are advised to not make plans for any of these days:
May 20-28, June 1-4

***** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Food Service Program Coordinator

June 2021						
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			

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

May 20-28, June 1-4

*** HCHS Clerical Asst III (Attendance) (add 1 day)- 190**

***** Due to 2020-21 Variable Instructional Calendar,
all calendars have been adjusted accordingly. A VC
day is a day that is part of your annual work calendar,
but you will not report to work. ****

****** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ******

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 8

Program Assistant I II, Instructional Assistant I II, Instructional Monitor I II, Clerk,
Computer Lab Tech. (Elem.), Support Services Aide, Clerical Asst II,
Clerical Asst III (Elem.), 181 Custodian, Health Service Asst

July 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	

August 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					

September 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			

October 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

November 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					

December 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		

January 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 10			
Closing Day for Staff			
May 19			
First/Last Day for Students			
August 26			
May 18			
Variable Instructional Calendar Days			
August 11, 12, 13, 14, 17, 24			
Paid Holidays			
September 7		Labor Day	
November 26		Thanksgiving	
December 25		Christmas	
January 1		New Year's Day	
School Breaks- NO school			
October 5-9		Fall Break	
November 25-27		Thanksgiving	
December 23-January 1		Winter Break	
April 5-9		Spring Break	
Additional Days- NO School			
January 18		M.L. King, Jr. Day	
February 15		President's Day	
March 22		No School	
November 3		Election Day (President	
May 31		Memorial Day	
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	16		16
September	21	1	22
October	17		17
November	17	1	18
December	16	1	17
January	19	1	20
February	19		19
March	22		22
April	17		17
May	13		13
June	0		0
Contract Days from July 1 to June 30	177	4	181

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
May 20-28, June 1-4

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 9

Bus Driver, Bus Monitor

July 2020						
S	M	T	W	Th	F	S

September 2020						
S	M	T	W	Th	F	S

November 2020						
S	M	T	W	Th	F	S

January 2020						
S	M	T	W	Th	F	S

March 2020						
S	M	T	W	Th	F	S

May 2020						
S	M	T	W	Th	F	S

August 2020						
S	M	T	W	Th	F	S

October 2020						
S	M	T	W	Th	F	S

December 2020						
S	M	T	W	Th	F	S

February 2020						
S	M	T	W	Th	F	S

April 2020						
S	M	T	W	Th	F	S

June 2020						
S	M	T	W	Th	F	S

Convocation Day for Staff (Required)			
August 10			
Closing Day for Staff			
May 19			
First/Last Day for Students			
August 26			
May 18			
Variable Instructional Calendar Days			
August 13, 14, 18, 19, 20, 21			
Paid Holidays			
September 7	Labor Day		
November 26	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 5-9	Fall Break		
November 25-27	Thanksgiving		
December 23-January 1	Winter Break		
April 5-9	Spring Break		
Additional Days- NO School			
January 18	M.L. King, Jr. Day		
February 15	President's Day		
March 22	No School		
November 3	Election Day (President		
May 31	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	14		14
September	21	1	22
October	17		17
November	17	1	18
December	16	1	17
January	19	1	20
February	19		19
March	22		22
April	17		17
May	13		13
June	0		0
Contract Days from July 1 to June 30	175	4	179
[1] 8hr Training day between 7/1 & 8/26	1		1
	176		180

MAKE-UP DAYS:	
Employees are advised to not make plans for any of these days:	
May 20-28, June 1-4	

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 9a

Preschool Bus Driver, Preschool Bus Monitor

July 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	

September 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			

November 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					

January 2021						
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 2021						
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 2021						
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 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					

October 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

December 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 2021						
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				

April 2021						
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 2021						
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 10			
Closing Day for Staff			
May 19			
First/Last Day for K-12 Students			
August 26			
May 18			
Variable Instructional Calendar Days			
August 24, 25, 26			
Paid Holidays			
September 7	Labor Day		
November 26	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 5-9	Fall Break		
November 25-27	Thanksgiving		
December 23-January 1	Winter Break		
April 5-9	Spring Break		
Additional Days- NO School			
January 18	M.L. King, Jr. Day		
February 15	President's Day		
March 22	No School		
November 3	Election Day (President's Day)		
May 31	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	6		6
September	17	1	18
October	13		13
November	14	1	15
December	13	1	14
January	15	1	16
February	15		15
March	18		18
April	13		13
May	11		11
June	0		0
Contract Days from July 1 to June 30	135	4	139
[1] 8hr Training day between 7/1 & 8/26	1		1
	136		140

MAKE-UP DAYS:
Employees are advised to not make plans for any of these days:
May 20-28, June 1-4

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 10

Food Service Manager & Food Service Lead Assistant

July 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	

September 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			

November 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					

January 2021						
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 2021						
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 2021						
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 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					

October 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

December 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 2021						
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				

April 2021						
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 2021						
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 10			
Closing Day for Staff			
May 19			
First/Last Day for Students			
August 26			
May 18			
Variable Instructional Calendar Days			
August 4, 5, 6, 7, 11, 12			
Paid Holidays			
September 7	Labor Day		
November 26	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 5-9	Fall Break		
November 25-27	Thanksgiving		
December 23-January 1	Winter Break		
April 5-9	Spring Break		
Additional Days- NO School			
January 18	M.L. King, Jr. Day		
February 15	President's Day		
March 22	No School		
November 3	Election Day (Presidential)		
May 31	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	20		20
September	21	1	22
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:
May 20-28, June 1-4

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 10a

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

July 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	

September 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			

November 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					

January 2021						
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 2021						
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 2021						
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 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					

October 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

December 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 2021						
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				

April 2021						
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 2021						
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 10			
Closing Day for Staff			
May 19			
First/Last Day for Students			
August 26			
May 18			
Variable Instructional Calendar Days			
August 12, 13, 14, 17, 18, 19			
Paid Holidays			
September 7	Labor Day		
November 26	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 5-9	Fall Break		
November 25-27	Thanksgiving		
December 23-January 1	Winter Break		
April 5-9	Spring Break		
Additional Days- NO School			
January 18	M.L. King, Jr. Day		
February 15	President's Day		
March 22	No School		
November 3	Election Day (Presidential)		
May 31	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	15		15
September	21	1	22
October	17		17
November	17	1	18
December	16	1	17
January	19	1	20
February	19		19
March	22		22
April	17		17
May	13		13
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:

May 20-28, June 1-4

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 10b

Food Service Asst. I/Lunchroom Monitor (also employed as Childcare)

Lunchroom Monitor, Law Enforcement Officer, Crossing Guard

July 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	

September 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			

November 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					

January 2021						
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 2021						
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 2021						
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 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					

October 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

December 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 2021						
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				

April 2021						
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 2021						
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 10	
Closing Day for Staff	
May 19	
First/Last Day for Students	
August 26	
May 18	
Variable Instructional Calendar Days	
August 13, 14, 17, 18, 19, 20	
Paid Holidays	
September 7	Labor Day
November 26	Thanksgiving
December 25	Christmas
January 1	New Year's Day
School Breaks- NO school	
October 5-9	Fall Break
November 25-27	Thanksgiving
December 23-January 1	Winter Break
April 5-9	Spring Break
Additional Days- NO School	
January 18	M.L. King, Jr. Day
February 15	President's Day
March 22	No School
November 3	Election Day (Presidential)
May 31	Memorial Day

MONTH	WORK DAYS
July	0
August	14
September	21
October	17
November	17
December	16
January	19
February	19
March	22
April	17
May	13
June	0
Contract Days from July 1 to June 30	175

MAKE-UP DAYS: <i>Employees are advised to not make plans for any of these days:</i> May 20-28, June 1-4

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 10c

Preschool 4 day Food Service Assistant, Preschool Lunch Monitor,
Custodian (140 day)

July 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	

September 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			

November 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					

January 2021						
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 2021						
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 2021						
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				

August 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					

October 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

December 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 2021						
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 2021						
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 2021						
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 10			
Closing Day for Staff			
May 19			
First/Last Day for K-12 Students			
August 26			
May 18			
Variable Instructional Calendar Days			
August 24, 25, 26			
Feb. 15			
Paid Holidays			
September 7	Labor Day		
November 26	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
School Breaks- NO school			
October 5-9	Fall Break		
November 25-27	Thanksgiving		
December 23-January 1	Winter Break		
April 5-9	Spring Break		
Additional Days- NO School			
January 18	M.L. King, Jr. Day		
February 15	President's Day		
March 22	No School		
November 3	Election Day (Presidential)		
May 31	Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	6		7
September	17	1	18
October	13		13
November	14	1	15
December	13	1	14
January	15	1	16
February	16		15
March	18		18
April	13		13
May	11		11
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:
May 20-28, June 1-4

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

Henderson County Schools 2020-2021 Personnel Calendar - PAGE 11

Instructor I & Instructor II (Childcare)

Contract for school year 2020-2021 is for the 180 minimum/239 maximum workdays

CALENDAR SHOWS 252 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 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	

August 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					

September 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			

October 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

November 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					

December 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		

January 2021						
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

February 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 10

Closing Day for Staff

May 19

First/Last Day for Students

August 26

May 18

Variable Instructional Calendar Days

6 days total as approved by supervisor during the following time frame: July 2020; May (20-28), 2021 or June 2021

Paid Holidays

September 7	Labor Day
November 26	Thanksgiving
December 25	Christmas
January 1	New Year's Day

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

**** Due to 2020-21 Variable Instructional Calendar, all calendars have been adjusted accordingly. A VC day is a day that is part of your annual work calendar, but you will not report to work. ****

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.

Employee Signature

Supervisor Signature