

2021-22 Personnel Work Calendars

Approved by the Henderson County Board of Education on June 21, 2021

Equal Educational and Employment Institution

HENDERSON COUNTY SCHOOLS EMPLOYEE WORK CALENDARS 2021-2022

<u>INDEX</u>

Job Title	Calendar Page
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 (260 day)	1
Account Clerk III (240 day)	2
Administrative Secretary I (240 day)	2
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)	10 c
Data Dictionary Specialist	2
Data Management Technician	1
Database Administrator	2
Director (Child Nutrition)	2
Director (Finance)	1
Director (Maintenance)	1
Director (Public Information)	2
Director (Transportation)	2
Dispatcher	5
Employee Benefit Specialist	2
Executive Assistant to the Superintendent	1
Food Service Asst. I or Food Service Asst.I/Lunchroom Monitor	10 a
Food Service Asst. I or Food Service Asst.I/Lunchroom Monitor	
(also employed as childcare)	10b
Food Service Lead Assistant I & II	10

ood Service Lead Assistant I (TBJELC)	7a
Food Service Manager	10
ood Service Program Coordinator	5
RYSC Coordinator (240 day)	2
Health Services Assistant	8
luman Resources Personnel Assistant	2
luman Resources Manager	1
nstructional Assistant I & II	8
nstructional Monitor II	8
nstructor I & II (Childcare)	11
nsurance Clerk II	2
AN Technician	1
aw Enforcement Officer	10b
ead Computer Maintenance Technician	1
ead Custodian Service Worker	1
unchroom Monitor	10b
unchroom 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) School Manager (HCHS)	7
School Nurse	3 7
School Nurse 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
Feacher	7
Therapy Assistant (OTA)	7
Fransportation Area Assistant	2
Jtility Worker	2
/ehicle Maintenance Manager	1
/enicle Mantenance Manager	2
/ehicle Mechanic II & III	1

Twelve-Month Calendar (260+ days)

	June 2021										
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Convocation Day for S	staff (Required)
August 9	
Closing Day for Staff (Required)
May 23	-
First/Last Day for Stud	lents
August 11	
May 20	
Paid Holidays	
July 5	Independence Day
September 6	Labor Day
November 25	Thanksgiving
December 23 & 24	Christmas
December 31	New Year's Day
January 17	MLK, Jr. Day
May 30	Memorial Day

	October 2021										
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Contract Days from July 1 to June 30	253	8	261
June***	22		22
May	21	1	22
April	21		21
March	23		23
February	20		20
January	20	1	21
December	20	3	23

WORK

22

21

22

21

21

21

DAYS HOLIDAY

1

TOTAL

22

22

22

22

21

MONTH

September October

November

June***

August

July

ard the 22-23 school

***Days worked count toward the 21-22 school year.

Twelve-Month Calendar (240 days)

	July 2021								
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Convocation Day for Staff (Required)							
August 9							
Closing Day for Staff (R	equired)						
May 23							
First/Last Day for Stude	ents						
August 11							
May 20							
Paid Holidays							
July 5	Independence Day						
September 6	Labor Day						
November 25	Thanksgiving						
December 23 & 24	Christmas						
December 31	New Year's Day						
January 17	MLK, Jr. Day						
May 30	Memorial Day						

	November 2021								
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MONTH	AVAIL WORK DAYS	CHOOSE 232 DAYS	HOLIDAY	TOTAL
July	21		1	
August	22			
September	21		1	
October	21			
November	21		1	
December	20		3	
January	20		1	
February	20			
March	23			
April	21			
May	21		1	
June	22			
Contract Days from July 1 to June 30	253		8	240

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 send an electronic copy with signature & supervisor approval to Human Resources.

Employee Signature

Supervisor Signature

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 253 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 2021								
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Convocation Day for	Staff (Required)
August 9	
Closing Day for Staff	(Required)
May 23	
First/Last Day for Stu	dents
August 11	
May 20	
Paid Holidays	
September 6	Labor Day
November 25	Thanksgiving
December 24	Christmas
December 31	New Year's Day
Non Work Days - All O	ffices Closed
July 5	
December 23	
January 17	
May 30	

MONTH	AVAIL WORK DAYS	CHOOSE 232 DAYS	HOLIDAY	TOTAL
July	21			
August	22			
September	21		1	
October	21			
November	21		1	
December	20		2	
January	20			
February	20			
March	23			
April	21			
May	21			
June	22			
Contract Days from July 1 to June 30	253		4	240

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 = the green column (Total Contract Days).]

Please send an electronic copy with signature & supervisor approval to Human Resources.

Employee Signature

Supervisor Signature

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

July 2021									
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September 2021									
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April 2022

May 2022							
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	June 2022							
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ol), Registrar	l), Registrar (NMS)						
Convocatio	n Day	for Staff (F	Required)				
August 9							
Closing Day	y for S	taff (Requi	ired)				
May 23							
First/Last D	ay for	Students					
August 11							
May 20							
Paid Holida		<u> </u>					
September 6		Labor Day					
November 2	-	Thanksgiv	-				
December 2		Christmas	•				
December 3 School Bre	oke &	New Year	S Day				
October 4-8	uno di I	Fall Break	•				
November 2	4.00						
		Thanksgiv	•				
January 17	December 20-31 Winter Break January 17 M.L. King, Jr. Day						
		-	-				
February 21 President's Day							
March 14 No School							
April 4-8		Spring Bre					
May 30		Memorial					
Non Work D	Days - A	III Offices (Closed				
July 5							
December 2	.3						
January 17							
May 30	WORK	Ī					
MONTH	DAYS	HOLIDAY	TOTAL				
July	12		12				
August	22		22				
September	21	1	22				
October	16	4	16				
November	19	1 2	20				
December	13 20		15 20				
January	19		19				
February March	22		22				
April	16		16				
May 21 21							
June	0		0				
Contract Days	-		-				
from July 1 to	201	_	205				

MAKE-UP DAYS:

June 30

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

201

205

 $Acct.\ Clerk\ II\ (Sub\ Coord.),\ Dispatcher,\ School\ Secretary\ II\ (HCHS\ CTE),\ Food\ Service\ Coord.$

Clerical Assistant III (HCHS Bookstore), Community Relations Specialist, Custodian (200 day), Microcomputer Specialist (HCHS)

	July 2021								
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	August 2021								
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	September 2021									
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October 2021									
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December 2021									
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n (200 day), Mic	rocompu	ter Specialist	t (HCHS)
Convocatio	n Day	for Staff (I	Required)
August 9			
Closing Day	y for St	taff (Requi	ired)
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First/Last D	ay for	Students	
August 11			
May 20			
Paid Holida	ys		
September (3	Labor Day	/
November 2	5	Thanksgiv	/ing
December 2		Christmas	
December 3	1	New Year	's Day
School Bre	aks & I	No School	Days
October 4-8		Fall Break	
November 2		Thanksgiv	•
December 2	0-31	Winter Br	
January 17		M.L. King	, Jr. Day
February 21		President	's Day
March 14		No Schoo	I
April 4-8		Spring Bro	eak
May 30		Memorial	Dav
Non Work D	avs - A	II Offices	
July 5			
December 2	3		
January 17			
May 30			
	WORK		
MONTH	DAYS	HOLIDAY	TOTAL
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August	22		22
September	21	1	22
October	16		16
November	19	1	20
December	13	2	15
January	20		20
February	19		19
March	22		22
April	16		16
May	16*		
June	0*		
Contract Days			
from July 1 to June 30	196	4	200
June 30	130	4	200

MAKE-UP DAYS:

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

May 24-27, 31 & June 1-7

Purple Days in July 2021 or June 2022:

Choose a total of 7 days approved by Supv/Principal.

Computer Lab Technician (HCHS), Clerical Assistant III (HCHS)

	July 2021								
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April 2022

	May 2022								
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Assistant III (HCHS)							
Convocatio	n Day	for Staff (I	Required)				
August 9							
Closing Day	y for Si	taff (Requi	ired)				
May 23							
First/Last D	ay for	Students					
August 11							
May 20							
Paid Holida							
September 6	5	Labor Day					
November 2	-	Thanksgiv	•				
December 2		Christmas					
December 3	1	New Year	's Day				
School Bre	aks & I		•				
October 4-8		Fall Break					
November 24-26 Thanksgiving							
December 20-31 Winter Break							
January 17 M.L. King, Jr. Day							
February 21		President	s Day				
March 14		No Schoo					
April 4-8		Spring Bro	eak				
May 17		Election D	ay				
May 30		Memorial	Day				
Non Work D	ays - A	II Offices (Closed				
July 5							
December 2	3						
January 17							
May 30							
MONTH	WORK	HOLIDAY	TOTAL				
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September	21	1	22				
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November	19	1	20				
December	13	2	15				
January	20		20				
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April 16 16							
May 18 18							
June	0		0				
Contract Days from July 1 to			100				

MAKE-UP DAYS:

June 30

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

185

189

School Nurse, Occupational/Physical Therapist, OT Assistant, School Manager (el/mid),

Microcomputer Specialist (NMS/SMS), Contified Employee (195 day contrast)

Microcomputer Specialist (NMS/SMS), Certified Employee (185 day contract)

	July 2021								
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September 6 November 2		Labor Day					
December 2		Thanksgiv Christmas	0				
December 3	-	New Year					
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October 4-8		Fall Break	-				
November 2	4-26	Thanksgiv					
December 2		Winter Bre	U				
January 17	00.	M.L. King,					
February 21		President'	•				
March 14	· ·						
April 4-8 Spring Break							
May 17							
May 30		Memorial					
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July 5	10364						
December 2	3						
January 17							
May 30							
	WORK						
MONTH	DAYS	HOLIDAY	TOTAL				
July	0		0				
August	20		20				
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October	16	4	16				
November	19	1	20				
December	13	2	15				
January	20		20				
February March	19 22		19 22				
April							
May	15		15				
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:

May 24-27, 31 & June 1-7

Note: Certified Staff have an additional 2 extended learning days to occur July 26-Aug 2, 2021

Preschool Nurse; Food Service Lead Assistant (TBJELC)

	July 2021								
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April 2022 T W Th

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	May 2022								
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June 2022									
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TBJELC)									
Convocatio	Convocation Day for Staff								
August 9									
Closing Day for Staff									
May 23									
First/Last Day for Preschool Students									
August 23									
May 19									
Paid Holidays									
September 6 Labor Day									
November 2		Thanksgiv	U						
December 2		Christmas							
December 3 School Bre	ake & I	New Year	S Day						
October 4-8	uno & I	Fall Break	_						
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February 21		President	-						
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May 17		Election D							
May 30		Memorial							
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December	10	2	12						
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February	15		15						
March	18		18 12						
April	12 12								
May	-12		12 0						
June Contract Davis	U		U						
Contract Days from July 1 to									
	147	4	151						

MAKE-UP DAYS:

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

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

July 2021									
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February 2022								
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June 2022									
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dian, Health	dian, Health Services Asst.							
	Convocation Day for Staff (Required)							
August 9								
Closing Day for Staff (Required)								
May 23								
First/Last Day for Students								
August 11								
May 20	V.O.							
Paid Holida								
September 6		Labor Day						
November 2	-	Thanksgiv	-					
December 2		Christmas						
December 3 School Brea		New Year	's Day					
	aks & I		,					
October 4-8 Fall Break								
November 24-26 Thanksgiving								
December 2	0-31	Winter Bro						
January 17		M.L. King, Jr. Day						
February 21		President'	,					
March 14		No Schoo						
April 4-8		Spring Bre	eak					
May 17		Election D	ay					
May 30		Memorial	Day					
Non Work D	ays - A	II Offices (Closed					
July 5								
December 2	3							
January 17								
May 30								
MONTH	WORK DAYS	HOLIDAY	TOTAL					
July	0		0					
August	16		16					
September	21	1	22					
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	19	1	20					
November	19 13	1 2	20 15					
November December	13	2	15					
November December January	13 20 19		15 20 19					
November December	13		15					

MAKE-UP DAYS:

May

June

Contract Days from July 1 to

June 30

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

15

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177

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181

Bus Driver, Bus Monitor

	July 2021								
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October 2021								
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	November 2021							
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December 2021								
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January 2022								
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February 2022									
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Convocatio	n Day	for Staff (N	Not Required					
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May 23	y 101 31	iaii (Noi Kei	quireu)					
First/Last D	av for	Students						
August 11	ay ioi	Otudenta						
May 20								
Paid Holidays								
September 6		Labor Day	/					
November 2		Thanksgiv						
December 2		Christmas	•					
December 3		New Year						
School Brea	aks & I	No School	Days					
October 4-8		Fall Break	(
November 2	4-26	Thanksgiv	/ing					
December 2	0-31	Winter Br	eak					
January 17		M.L. King	, Jr. Day					
February 21		President	's Day					
March 14		No Schoo	ı					
April 4-8		Spring Bro	eak					
May 17		Election D						
May 30		Memorial						
Non Work D	avs - A							
July 5								
December 2	3							
January 17								
May 30								
MONTH	WORK DAYS	HOLIDAY	TOTAL					
July	1		1					
August	15		15					
September	21	1	22					
October	16		16					
November	19	1	20					
December	13	2	15					
January	20		20					
February	19		19					
March	22		22					
April	16		16					
May	14		14					
June	0		0					
Contract Days from July 1 to June 30	176	4	180					

*Annual 8hr Training to be held 7/27 & 7/28

MAKE-UP DAYS:

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

Preschool Bus Driver, Preschool Bus Monitor

	July 2021								
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August 2021									
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September 2021								
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October 2021									
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24/31	25	26	27	28	29	30			

	November 2021							
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21	22	23	24	25	26	27		
28	29	30						

December 2021								
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	January 2022								
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	February 2022								
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	May 2022							
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	April 2022												
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lonitor							
Convocatio	n Day	for Staff (N	Not Required				
August 9							
Closing Day	y for Si	aff (Not Red	quired)				
May 23			o				
First/Last Day for Preschool Students							
August 18							
May 19 Paid Holidays							
		l -l D					
September 6		Labor Day					
November 2		Thanksgiv	•				
December 2		Christmas					
December 3 School Brea	ol ake & I	New Year	Days				
October 4-8	uno u i	Fall Break					
November 2	4-26	Thanksgiv					
December 2		Winter Br	U				
January 17	.0-31	M.L. King					
February 21		President					
•			•				
March 14		No Schoo	-				
April 4-8		Spring Bro					
May 17		Election D					
May 30		Memorial	Day				
Non Work D	Days - A	II Offices (Closed				
July 5	_						
December 2	23						
January 17							
May 30							
MONTH	WORK DAYS	HOLIDAY	TOTAL				
July	1		1				
August	8		8				
September	17	1	18				
October	12		12				
November	16	1	17				
December	10	2	12				
January	16		16				
February	15		15				
March	18		18				
April	12		12				
May	11		11				
June	0		0				
Contract Days							
from July 1 to June 30	136	4	140				
Julie 30	130	7	1-10				

*Annual 8hr Training to be held 7/27 & 7/28

MAKE-UP DAYS:

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

Food Service Manager & Food Service Lead Assistant

	July 2021							
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August 2021								
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29	30	31						

	September 2021								
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October 2021								
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24/31	25	26	27	28	29	30		

	November 2021							
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December 2021							
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January 2022							
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February 2022								
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April 2022

	May 2022							
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Lead Assista					
Convocatio	n Day	for Staff (I	Not Require		
August 9					
Closing Day	y for St	aff (Requi	ired)		
May 23					
First/Last D	ay for	Students			
August 11					
May 20					
Paid Holida					
September 6		Labor Day			
November 2		Thanksgiv			
December 2	•	Christmas			
December 3	1	New Year	's Day		
School Bre	aks & I				
October 4-8		Fall Break			
November 2		Thanksgiv	~		
December 2	0-31	Winter Br			
January 17		M.L. King			
February 21		President	•		
March 14		No Schoo			
April 4-8		Spring Bro	eak		
May 17		Election D)ay		
		Memorial			
May 30 Non Work D	ays - A	II Offices (Closed		
July 5					
December 2	3				
January 17					
May 30					
MONTH	WORK	HOLIDAY	TOTAL		
MONTH	DAYS	HOLIDAY	TOTAL		
July	0		0		
August	18		18		
September	21	1	22		
October	16		16		
November	19	1	20		
December	13	2	15		
January	20		20		
February	19 22		19 22		
March April			16		
April	16 15		15		
May	0		0		
June Contract Davis	U		U		
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:

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

July 2021								
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September 2021							
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December 2021								
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February 2022								
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April 2022 T W Th

May 2022								
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nchroom Moi	nitor								
Convocation	Day for	r Staff (Not	Required)						
August 9									
Closing Day for Staff (Required)									
May 23									
First/Last D	ay for	Students							
August 11									
May 20									
Paid Holida									
September 6		Labor Day							
November 2		Thanksgiv	•						
December 2		Christmas							
December 3	1	New Year	's Day						
School Bre	aks & I		-						
October 4-8		Fall Break							
November 2		Thanksgiv	•						
December 2	0-31	Winter Bro							
January 17		M.L. King	-						
February 21		President'	•						
March 14		No Schoo	l						
April 4-8		Spring Bre	eak						
May 17		Election D	ay ay						
May 30		Memorial	Day						
Non Work D	ays - A	II Offices (Closed						
July 5									
December 2	3								
January 17									
May 30									
MONTH	WORK DAYS	HOLIDAY	TOTAL						
July	0		0						
August	15		16						
September	21	1	22						
October	16		16						
November	19	1	20						
December	13	2	15						
January	20		20						
February	19		19						
March	22		22						
	April 16 16								
May 15 15									
	June 0 0								
June	0		0						
June Contract Days	0		0						
June	0 176	4	1 80						

MAKE-UP DAYS:

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

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

Lunchroom Monitor, Law Enforcement Officer, Crossing Guard

July 2021								
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	August 2021								
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September 2021									
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October 2021								
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	November 2021							
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December 2021								
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	January 2022									
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February 2022										
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	May 2022										
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April 2022									
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June 2022										
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26	27	28	29	30						

nt Officer, Crossing	Guard
	or Staff (Not Required)
August 9	44.00
Closing Day for Sta	aff (Not Required)
May 23	
First/Last Day for	Students
August 11	
May 20 Paid Holidays	
September 6	Labor Day
November 25	Thanksgiving
December 24	Christmas
December 31 School Breaks &	New Year's Day
October 4-8	Fall Break
November 24-26	Thanksgiving Winter Break
December 20-31	
January 17	M.L. King, Jr. Day
February 21	President's Day
March 14	No School
April 4-8	Spring Break
May 17	Election Day
May 30	Memorial Day
Non Work Days -	All Offices Closed
July 5	
December 23	
January 17	
May 30	

MONTH	WORK DAYS
July	0
August	15
September	21
October	16
November	19
December	13
January	20
February	19
March	22
April	16
May	14
June	0
Contract Days	
from July 1 to	4
June 30	175

MAKE-UP DAYS:

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

May 24-27, 31 & June 1-7

Preschool 4 day Food Service Assistant, Preschool Lunch Monitor,

	July 2021										
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	Custodian (140 day)									
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September 2021										
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October 2021										
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	November 2021									
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	December 2021								
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Canyonatio	n Doy	for Stoff ()	lat Damina				
Convocatio August 9							
Closing Day	y for St	taff (Not Re	quired)				
May 23							
First/Last Da	ay for F	reschool	Students				
August 18							
May 19							
Paid Holida							
September 6		Labor Day					
November 2		Thanksgiv	-				
December 2		Christmas					
December 3	1	New Year	's Day				
School Bre	aks & I						
October 4-8	4.00	Fall Break	-				
November 24-26 Thanksgiving							
December 20-31 Winter Break							
_	January 17 M.L. King, Jr. Day						
February 21 President's Day							
March 14 No School							
April 4-8	April 4-8 Spring Break						
May 17	May 17 Election Day						
May 30		Memorial	Day				
Non Work D	Days - A	II Offices (Closed				
July 5							
December 2	:3						
January 17							
May 30							
MONTH	WORK DAYS	HOLIDAY	TOTAL				
July	0		0				
August	8		8				
September	17	1	18				
October	12		12				
November	16	1	17				
December	10	2	12				
January	16		16				
February 15 15							
March 18 18							
April							
May	· · · · · · · · · · · · · · · · · · ·						
June	0		0				
Contract Days							
from July 1 to	136	4	140				
June 30	T20	4	140				

MAKE-UP DAYS:

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

Instructor I & Instructor II (Childcare)

Contract for school year 2021-2022 is for the 180 minimum/239 maximum workdays

CALENDAR SHOWS 253 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 2021								
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October 2021								
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December 2021								
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February 2022							
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May 2022								
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June 2022							
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26	27	28	29	30			

Convocation Day for	r Staff (Required)
August 9	
Closing Day for Staf	f (Not Required)
May 23	
First/Last Day for St	udents
August 11	
May 20	
Paid Holidays	
September 6	Labor Day
November 25	Thanksgiving
December 24	Christmas
December 31	New Year's Day
Non Work Days - All	Offices Closed
July 5	
December 23	
January 17	
May 30	

MONTH	AVAIL WORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	21			
August	22			
September	21		1	
October	21			
November	21		1	
December	20		2	
January	20			
February	20			
March	23			
April	21			
May	21			
June	22			
Contract Days from July 1 to June 30	253		4	180-239

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 = the green column (Total Contract Days).]

Please send an electronic copy with signature & supervisor approval to Human Resources.

Supervisor Signature

Employee Signature