



# **2023-24 Personnel Work Calendars**

Approved 6/19/2023

Revised 7/17/2023

*Equal Educational and Employment Institution*

HENDERSON COUNTY SCHOOLS  
EMPLOYEE WORK CALENDARS 2023-2024

INDEX

<u>Job Title</u>	<u>Calendar Page</u>
Account Clerk I	B
Account Clerk II	B
Account Clerk II (Sub. Coord.)	C
Account Clerk III (260 day)	A
Account Clerk III (240 day)	B
Administrative Secretary I & II	B
Attendance Data Technician	B
Attendance Specialist	B
Bus Driver	H
Bus Driver Training Coordinator	B
Bus Monitor	H
Certified Employee (185 day)	F
Certified Employee (220-240 day)	B
Certified Employee (186-219 day)	C
Child Development Center Assistant Supervisor	B
Clerical Assistant II (MNT)	A
Clerical Assistant II (TRN)	B
Clerical Assistant II (NMS/SMS/CAS)	G
Clerical Assistant III	D
Community Relations Specialist	C
Computer Lab Technician	G
Computer Maintenance Technician	B
Computer Operations Manager	B
Crossing Guard	K
Custodial Supervisor (260 day)	A
Custodial Supervisor (240 day)	B
Custodian (260 day)	A
Custodian (240 day)	B
Custodian (200 day)	D
Custodian (181 day)	G
Custodian (140 day)	N
Data Dictionary Specialist	B
Data Management Technician	A
Database Administrator	B
Director (Child Nutrition; Maint.; Public Info; Trans.)	B
Director (Finance)	A
Director (Maintenance 260 day)	A
Dispatcher	B
Educational Interpreter	G
Employee Benefit Specialist	B
Executive Assistant to the Superintendent	A
Food Service Asst. I	J
Food Service Lead Assistant	I

Food Service Lead Assistant I (TBJELC)	M
Food Service Manager	I
Food Service Program Coordinator	B
FRYSC Coordinator (240 day)	B
Health Services Assistant	G
Human Resources Personnel Assistant	B
Instructional Assistant I & II	G
Instructional Assistant II (140 day)	N
Instructional Monitor II	G
Instructor I & II (Childcare)	L
Insurance Clerk II	B
LAN Technician (260 day)	A
Law Enforcement Officer	K
Lead Computer Maintenance Technician	A
Lead Custodian Service Worker	B
Lunchroom Monitor	K
Maintenance (260 day)	A
Maintenance (240 day)	B
Microcomputer Specialist (HCHS)	D
Microcomputer Specialist (NMS/SMS)	E
Mental Health Counselor	C
Occupational Therapist	E
Operatings Systems Administrator	A
Physical Therapist	E
Preschool Bus Driver	O
Preschool Bus Monitor	O
Preschool Food Service Asst. I	N
Preschool Lunchroom Monitor	N
Preschool Nurse	M
Program Assistant I & II	G
Purchasing Assistant	B
Receptionist (HCHS)	G
Registrar (NMS, SMS)	D
School Manager (Elementary & Middle School)	E
School Manager (HCHS)	D
School Nurse	E
School Secretary I (TBJELC, Elem. & HCHS)	D
School Secretary II (NMS, SMS)	D
School Secretary II (HCHS)	B
Social Worker	C
Staff Support Secretary	E
Teacher	F
Therapy Assistant (OTA)	E
Transportation Area Assistant	B
Vehicle Maintenance Manager	A
Vehicle Mechanic I, II & III	B

# Henderson County Schools 2023-2024 Personnel Calendar A

## 260: Twelve Month Calendar

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 3	
Closing Day for Staff (Required)	
May 23	
First/Last Day for Students	
August 9	
May 22	
Paid Holidays	
July 4	Independence Day
September 4	Labor Day
November 23 & 24	Thanksgiving
December 25 & 26	Christmas
December 29 & January 1	New Year's
January 15	MLK, Jr. Day
May 27	Memorial Day

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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	HOLIDAY	TOTAL
July	20	1	21
August	23		23
September	20	1	21
October	22		22
November	20	2	22
December	18	3	21
January	21	2	23
February	21		21
March	21		21
April	22		22
May	22	1	23
June	20		20
Contract Days from July 1 to June 30	250	10	260

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# Henderson County Schools 2023-2024 Personnel Calendar B

240: Twelve Month Calendar, 230: School Sec. II (HCHS);  
 220: Attendance Data Tech, Attendance Specialist, Food Svc. Coord.,  
 Clerical Asst. II (TRN), TRN Area Asst.

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 3	
Closing Day for Staff (Required)	
May 23	
First/Last Day for Students	
August 9	
May 22	
Paid Holidays	
July 4	Independence Day
September 4	Labor Day
November 23 & 24	Thanksgiving
December 25 & 26	Christmas
December 29 & January 1	New Year's
January 15	MLK, Jr. Day
May 27	Memorial Day

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MONTH	AVAIL WORK DAYS	CHOOSE # DAYS	Add HOLIDAY	Contract TOTAL
July	20		1	
August	23			
September	20		1	
October	22			
November	20		2	
December	18		3	
January	21		2	
February	21			
March	21			
April	22			
May	22		1	
June	20			
Contract Days from July 1 to June 30	<b>250</b>		<b>10</b>	

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 contract days out of the available 250 work days.  
 [The yellow column + the blue column (10) should = equal the green column (total contracted days)]

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

# Henderson County Schools 2023-2024 Personnel Calendar C

186-219: Certified with Extended Days (but not 12 month employee);

210/200: Mental Health Counselor, Social Worker; 200: Acct. Clerk II (Sub Coord.), 180: Community Relatio

CALENDAR SHOWS 250 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 (Required)</b>	
August 3	
<b>Closing Day for Staff (Required)</b>	
May 23	
<b>First/Last Day for Students</b>	
August 9	
May 22	
<b>Paid Holidays</b>	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
<b>Non Work Days - All Offices Closed</b>	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day

MONTH	AVAIL WORK DAYS	CHOOSE # DAYS	Add HOLIDAY	Contract TOTAL
July	20			
August	23			
September	20		1	
October	22			
November	20		1	
December	18		1	
January	21		1	
February	21			
March	21			
April	22			
May	22			
June	20			
Contract Days from July 1 to June 30	<b>250</b>		<b>4</b>	

The expectation is that you will work all student instructional days unless prior approval is granted by principal/department director and CO designee.

**Please choose contract days out of the available 250 work days.**  
*[The yellow column + the blue column (4) should = equal the green column (total contracted days)]*

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

# Henderson County Schools 2023-2024 Personnel Calendar D

217: Registrar (SMS); 205: School Secretary II (Middle School), Registrar (NMS);  
 200: School Secretary I (TBJ/Elem/HCHS), 200 day Custodian,  
 Clerical Assistant III (HCHS Bookstore), Microcomputer Specialist (HCHS);  
 195: School Manager (HCHS); 190: Clerical Assistant III (HCHS)

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
						1 2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
						1 2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
						1 2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 3	
Closing Day for Staff (Required)	
May 23	
First/Last Day for Students	
August 9	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day
School Breaks & No School Days	
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
January 2	Extended Learning
March 11	No School/Makeup Day
April 1-5	Spring Break
April 8	Extended Learning
May 21	Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	*		
August	23		23
September	20	1	21
October	17		17
November	18	1	19
December	11	1	12
January	20	1	21
February	21		21
March	20		20
April	16		16
May	16		16
June	*		
Contract Days from Aug 1 to May 23	<b>182</b>	<b>4</b>	<b>186</b>

The expectation is that you will work all student instructional days unless prior approval is granted by principal/department director

**MAKE-UP DAYS:** Employees are advised not to make plans for any of these days: **March 11; May 24, 28-31 & June 3-4**

There are 186 contracted days between August 1 - May 23. You will then choose from the available purple days to complete your contract. Example: 200 day contract would be 186 + 14 purple days. Note: You do not have to work on any of the yellow days, however if you choose to do so, that would replace one of your purple days. Example: 200 day contract = 186 + 2 yellow days + 12 purple days.

# Henderson County Schools 2023-2024 Personnel Calendar E

School Nurse, Occupational/Physical Therapist, OT Assistant, School Manager (el/mid),  
Microcomputer Specialist (NMS/SMS), Staff Support Secretary

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 3	
Closing Day for Staff (Required)	
May 23	
First/Last Day for Students	
August 9	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day
School Breaks & No School Days	
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
January 2	Extended Learning
March 11	No School/Makeup Day
April 1-5	Spring Break
April 8	Extended Learning

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	21		21
September	20	1	21
October	17		17
November	18	1	19
December	11	1	12
January	20	1	21
February	21		21
March	20		20
April	16		16
May	17		17
June	0		0
Contract Days from July 1 to June 30	<b>181</b>	<b>4</b>	<b>185</b>
MAKE-UP DAYS:			
<i>Employees are advised to not make plans for any of these days: <b>March 11; May 24; 28-31 &amp; June 3-4</b></i>			

*Note: May 21 no students will be present but those on this calendar will work in order to close up records for the school year. Should you need it to be Aug. 4/7 contact Dir. of HR.*



# Henderson County Schools 2023-2024 Personnel Calendar F

Certified Employee (185 day contract + 2 Extended Learning Days)

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 3	Professional Dev. Day 3

Closing Day for Staff (Required)	
May 23	

### First/Last Day for Students

August 9	
May 22	

### Professional Days

August 1	Professional Dev. Day 1
August 2	Professional Dev. Day 2
November 7	Professional Dev. Day 4
January 2	Day 1 - Extended Learning
April 8	Day 2 - Extended Learning

### Paid Holidays

September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day

### Non Work Days - All Offices Closed

July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day

### School Breaks & No School Days

October 9-13	Fall Break
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
March 11	No School/Makeup Day
April 1-5	Spring Break
May 21	Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	21		21
September	20	1	21
October	17		17
November	19	1	20
December	11	1	12
January	21	1	22
February	21		21
March	20		20
April	17		17
May	16		16
June	0		0
<b>Contract Days from July 1 to June 30</b>	<b>183</b>	<b>4</b>	<b>187</b>

### MAKE-UP DAYS:

Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

# Henderson County Schools 2023-2024 Personnel Calendar G

Program Assistant I II, Instructional Assistant I II, Instructional Monitor II, Clerical Asst II  
Comp. I Microcomputer Specialist (NMS/SMS), Staff Support Secretary

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 3	
Closing Day for Staff (Required)	
May 23	
First/Last Day for Students	
August 9	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day
School Breaks & No School Days	
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
January 2	Extended Learning
March 11	No School/Makeup Day
April 1-5	Spring Break
April 8	Extended Learning
May 21	Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	18		18
September	20	1	21
October	17		17
November	18	1	19
December	11	1	12
January	20	1	21
February	21		21
March	20		20
April	16		16
May	16		16
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: **March 11; May 24; 28-31 & June 3-4**

# Henderson County Schools 2023-2024 Personnel Calendar H

Bus Driver, Bus Monitor

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Convocation Day for Staff (Not Required)	
August 3	
Closing Day for Staff (Not Required)	
May 23	
First/Last Day for Students	
August 9	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day
School Breaks & No School Days	
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
January 2	Extended Learning
March 11	No School/Makeup Day
April 1-5	Spring Break
April 8	Extended Learning
May 21	Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	1		1
August	17		17
September	20	1	21
October	17		17
November	18	1	19
December	11	1	12
January	20	1	21
February	21		21
March	20		20
April	16		16
May	15		15
June	0		0
Contract Days from July 1 to June 30	<b>176</b>	<b>4</b>	<b>180</b>

**MAKE-UP DAYS:**  
 Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

**8 hour update training is scheduled for July 25**

# Henderson County Schools 2023-2024 Personnel Calendar I

Food Service Manager & Food Service Lead Assistant

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 3	
Closing Day for Staff (Required)	
May 23	
First/Last Day for Students	
August 9	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day
School Breaks & No School Days	
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
January 2	Extended Learning
March 11	No School/Makeup Day
April 1-5	Spring Break
April 8	Extended Learning
May 21	Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	20		20
September	20	1	21
October	17		17
November	18	1	19
December	11	1	12
January	20	1	21
February	21		21
March	20		20
April	16		16
May	16		16
June	0		0
Contract Days from July 1 to June 30	<b>179</b>	<b>4</b>	<b>183</b>

**MAKE-UP DAYS:**  
 Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

*Note: The first 5 days of NTI will be made up during summer feeding. Days 6-10 will be at Director's discretion.*

# Henderson County Schools 2023-2024 Personnel Calendar J

Food Service Assistant

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 3

## Closing Day for Staff (Not Required)

May 23

## First/Last Day for Students

August 9

May 22

## Paid Holidays

September 4 Labor Day

November 23 Thanksgiving

December 25 Christmas

January 1 New Year's Day

## Non Work Days - All Offices Closed

July 4 Independence Day

November 24 Thanksgiving

December 26 & 29 Christmas & New Year's Eve (obs.)

January 15 M.L. King, Jr. Day

May 27 Memorial Day

## School Breaks & No School Days

October 9-13 Fall Break

November 7 Election Day/PD Day

November 22-24 Thanksgiving

Dec. 18 - Jan. 1 Winter Break

January 2 Extended Learning

March 11 No School/Makeup Day

April 1-5 Spring Break

April 8 Extended Learning

May 21 Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	18		18
September	20	1	21
October	17		17
November	18	1	19
December	11	1	12
January	20	1	21
February	21		21
March	20		20
April	16		16
May	15		15
June	0		0

Contract Days from July 1 to June 30	<b>176</b>	<b>4</b>	<b>180</b>
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## MAKE-UP DAYS:

Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

*Note: The first 5 days of NTI will be made up during summer feeding. Days 6-10 will be at Director's discretion.*

# Henderson County Schools 2023-2024 Personnel Calendar K

Lunchroom Monitor, Law Enforcement Officer, Crossing Guard

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 3	
Closing Day for Staff (Not Required)	
May 23	
First/Last Day for Students	
August 9	
May 22	
School Breaks & No School Days	
September 4	Labor Day
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 2	Winter Break
January 15	M.L. King, Jr. Day
February 19	President's Day/Extended Learning
March 11	No School/Makeup Day
April 1-8	Spring Break
May 21	Election Day
May 27	Memorial Day

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MONTH	WORK DAYS
July	0
August	17
September	20
October	17
November	18
December	11
January	20
February	21
March	20
April	16
May	15
June	0
Contract Days from July 1 to June 30	<b>175</b>

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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:**  
 Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

**Note:** Lunch Monitor - The first 5 days of NTI will be made up during summer feeding.

# Henderson County Schools 2023-2024 Personnel Calendar L

Instructor I & Instructor II (Childcare)

Contract for school year 2023-2024 is for the 180 minimum/239 maximum workdays

CALENDAR SHOWS 246 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 (Required)</b>	
August 3	
<b>Closing Day for Staff (Not Required)</b>	
May 23	
<b>First/Last Day for Students</b>	
August 9	
May 22	
<b>Paid Holidays</b>	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
<b>Non Work Days - All Offices Closed</b>	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day

MONTH	AVAIL WORK DAYS	CHOOSE # DAYS	Add HOLIDAY	Contract TOTAL
July	16			
August	23			
September	20		1	
October	22			
November	20		1	
December	18		1	
January	21		1	
February	21			
March	21			
April	22			
May	22			
June	20			
Contract Days from July 1 to June 30	<b>246</b>		<b>4</b>	

The expectation is that you will work all student instructional days unless prior approval is granted by principal/department director and CO designee.

**Please choose contract days out of the available 246 work days.**  
[The yellow column + the blue column (4) should = equal the green column (total contracted days)]

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



# Henderson County Schools 2023-2024 Personnel Calendar M

Preschool Nurse; Food Service Lead Assistant (TBJELC)

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 3	
Closing Day for Staff (Required)	
May 23	
First/Last Day for Students	
August 28	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day
School Breaks & No School Days	
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
January 2	Extended Learning
March 11	No School/Makeup Day
April 1-5	Spring Break
April 8	Extended Learning
May 21	Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	20		20
September	15	1	16
October	14		14
November	15	1	16
December	8	1	9
January	16	1	17
February	17		17
March	15		15
April	13		13
May	14		14
June	0		0
Contract Days from July 1 to June 30	<b>147</b>	<b>4</b>	<b>151</b>

**MAKE-UP DAYS:**  
 Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

**Food Service Note:** The first 5 days of NTI will be made up during summer feeding.  
 Days 6-10 will be at Director's discretion.



# Henderson County Schools 2023-2024 Personnel Calendar N

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

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## Convocation Day for Staff (Not Required)

August 3

## Closing Day for Staff (Not Required)

May 23

## First/Last Day for Students

August 28

May 22

## Paid Holidays

September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day

## Non Work Days - All Offices Closed

July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day

## School Breaks & No School Days

October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
January 2	Extended Learning
March 11	No School/Makeup Day
April 1-5	Spring Break
April 8	Extended Learning
May 21	Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		0
August	11		11
September	15	1	16
October	14		14
November	15	1	16
December	8	1	9
January	16	1	17
February	17		17
March	15		15
April	13		13
May	12		12
June	0		0

Contract Days from July 1 to June 30	<b>136</b>	<b>4</b>	<b>140</b>
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## MAKE-UP DAYS:

Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

**Food Service Note: The first 5 days of NTI will be made up during summer feeding. Days 6-10 will be at Director's discretion.**

# Henderson County Schools 2023-2024 Personnel Calendar O

Preschool Bus Driver, Preschool Bus Monitor

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	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 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	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 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	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 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Convocation Day for Staff (Not Required)	
August 3	
Closing Day for Staff (Not Required)	
May 23	
First/Last Day for Students	
August 28	
May 22	
Paid Holidays	
September 4	Labor Day
November 23	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 24	Thanksgiving
December 26 & 29	Christmas & New Year's Eve (obs.)
January 15	M.L. King, Jr. Day
May 27	Memorial Day
School Breaks & No School Days	
October 9-13	Fall Break
November 7	Election Day/PD Day
November 22-24	Thanksgiving
Dec. 18 - Jan. 1	Winter Break
January 2	Extended Learning
March 11	No School/Makeup Day
April 1-5	Spring Break
April 8	Extended Learning
May 21	Election Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	1		1
August	10		10
September	15	1	16
October	14		14
November	15	1	16
December	8	1	9
January	16	1	17
February	17		17
March	15		15
April	13		13
May	12		12
June	0		0
Contract Days from July 1 to June 30	<b>136</b>	<b>4</b>	<b>140</b>

**MAKE-UP DAYS:**  
 Employees are advised to not make plans for any of these days: **March 11; May 24; 28-31 & June 3-4**

**8 hour update training is scheduled for July 25**