



2024-25 Personnel Work Calendars

Set to Be Approved 6/17/2024

Equal Educational and Employment Institution

HENDERSON COUNTY SCHOOLS
EMPLOYEE WORK CALENDARS 2024-2025

INDEX

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

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

Henderson County Schools 2024-2025 Personnel Calendar A

261: 12 month calendar work all avail days; 240: 12 month calendar choose 229 days; 230: School Sec. II (HCHS);
 220-240 Certified Staff; 220: Attendance Data Tech, Food Svc. Coord., Clerical Asst. II (TRN), TRN Area Asst.

July 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			

August 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 2	
Closing Day for Staff (Required)	
May 21	
First/Last Day for Students	
August 7	
May 20	
Paid Holidays	
July 4	Independence Day
September 2	Labor Day
November 5	Pres. Election Day
November 28 & 29	Thanksgiving
December 24 & 25	Christmas
December 31 & January 1	New Year's
January 20	MLK, Jr. Day
May 26	Memorial Day

September 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					

October 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		

MONTH	AVAIL WORK DAYS	CHOOSE # DAYS	HOLIDAY	TOTAL
July	22		1	
August	22			
September	20		1	
October	23			
November	18		3	
December	19		3	
January	21		2	
February	20			
March	21			
April	22			
May	21		1	
June	21			
Contract Days from July 1 to June 30	250		11	

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
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5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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 (11) should = equal the green column (total contracted days)]

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

Henderson County Schools 2024-2025 Personnel Calendar B

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

180: Community Relations; 180-239 Instructor I & Instructor II (Childcare)*

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

July 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			

August 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

September 2024						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Convocation Day for Staff (Required)	
August 2	
Closing Day for Staff (Required)	
May 21	
First/Last Day for Students	
August 7	May 20

Paid Holidays	
September 2	Labor Day
November 28	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 5	Pres. Election Day
November 29	Thanksgiving
December 24 & 31	Christmas & New Year's Eve
January 20	M.L. King, Jr. Day
May 26	Memorial Day

MONTH	HOLIDAY	AVAIL WORK DAYS	CHOOSE # DAYS	TOTAL
July		22		
August		22		
September	1	20		
October		23		
November	1	18		
December	1	19		
January	1	21		
February		20		
March		21		
April		22		
May		21		
June		21		
Contract Days from July 1 to June 30	4	250		

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.

Childcare: Contract is 180 min./239 max. workdays
Centers are closed July 1-5, so choose from
246 available work days.

Henderson County Schools 2024-2025 Personnel Calendar C

205: School Secretary II (Middle School), Registrar; 200: Mental Health Counselor, Social Worker;
 200: School Secretary I (TBJ/Elem/HCHS), Custodian, Clerical Asst. III (HCHS Book); Acct. Clerk II (Sub Coord.)
 Microcomputer Specialist (HCHS); 195: School Manager (HCHS); 190: Clerical Assistant III (HCHS)

July 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			

August 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

September 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					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Convocation Day for Staff (Required)			
August 2			
Closing Day for Staff (Required)			
May 21			
First/Last Day for Students			
August 7 May 20			
Paid Holidays			
September 2	Labor Day		
November 28	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
Non Work Days - All Offices Closed			
July 4	Independence Day		
November 5	Pres. Election Day		
November 29	Thanksgiving		
December 24 & 31	Christmas & New Year's Eve		
January 20	M.L. King, Jr. Day		
May 26	Memorial Day		
School Breaks & No School Days			
October 7-11	Fall Break		
November 4	PD Day		
November 27	Thanksgiving		
Dec. 23 - Jan. 3	Winter Break		
January 6	Extended Learning		
February 28	Makeup Day		
March 3	Makeup Day		
April 7-11	Spring Break		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	1*		
August	22		22
September	20	1	21
October	18		18
November	16	1	17
December	15	1	16
January	18	1	19
February	19		19
March	20		20
April	17		17
May	15		15
June	*		
Contract Days from July 1 to June 30	181	4	185

MAKE-UP DAYS: Employees are advised not to make plans for any of these days: **Feb. 28; March 3; May 22 - June 4.**

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

There are 181 contracted days between July 31 - May 21. You will then choose from the available purple days to complete your contract. Example: 200 day contract would be 181 + 15 purple days + 4 holidays. 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 = 181 + 2 yellow days + 13 purple days + 4 holidays.

Henderson County Schools 2024-2025 Personnel Calendar D

Certified Employee (185 day contract + 1 Extended Learning Day January 6)

Food Svc. Mgr.*; Lead Food Svc. Asst.*; School Nurse, OT/PT, OT Asst,

School Manager (el/mid), Microcomputer Specialist (NMS/SMS), Staff Support Secretary

July 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			

August 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 2			
Closing Day for Staff (Required)			
May 21			
First/Last Day for Students			
August 7 May 20			
Paid Holidays			
September 2	Labor Day		
November 28	Thanksgiving		
December 25	Christmas		
January 1	New Year's Day		
Non Work Days - All Offices Closed			
July 4	Independence Day		
November 5	Pres. Election Day		
November 29	Thanksgiving		
December 24 & 31	Christmas & New Year's Eve		
January 20	M.L. King, Jr. Day		
May 26	Memorial Day		
School Breaks & No School Days			
October 7-11	Fall Break		
November 27	Thanksgiving		
Dec. 23 - Jan. 3	Winter Break		
January 6	Extended Learning		
April 7-11	Spring Break		
Professional Days			
July 31	Professional Dev. Day 1		
August 1	Professional Dev. Day 2		
August 2	Professional Dev. Day 3		
November 4	Professional Dev. Day 4		
January 6	Extended Learning (cert. only)		
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	1		
August	21		21
September	20	1	21
October	18		18
November	17	1	18
December	15	1	16
January	18	1	19
February	19		19
March	20		20
April	17		17
May	15		15
June	0		
Contract Days from July 1 to June 30	181	4	185

September 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					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Classified Staff other than Food Service: 8/5 can be exchanged for 11/4. Just notify HR of your preference. 1/6 is not a work day.

*Note: Food Service will work 2 days between 7/29 - 8/1 depending on food delivery schedule. It is listed on the calendar as 7/31 and 8/1 for calculation purposes only. Also, 8/5 is a work day and 11/4 is not a work day. 1/6 is not a work day. See note on Calendar F for NTI statement.

MAKE-UP DAYS: Employees are advised not to make plans for any of these days: Feb. 28; March 3; May 22 - June 4.

Henderson County Schools 2024-2025 Personnel Calendar E

Program Assistant I

July 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			

August 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

September 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					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Convocation Day for Staff (Required)	
August 2	
Closing Day for Staff (Required)	
May 21	
First/Last Day for Students	
August 7	May 20
Paid Holidays	
September 2	Labor Day
November 28	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 5	Pres. Election Day
November 29	Thanksgiving
December 24 & 31	Christmas & New Year's Eve
January 20	M.L. King, Jr. Day
May 26	Memorial Day
School Breaks & No School Days	
October 7-11	Fall Break
November 4	PD Day
November 27	Thanksgiving
Dec. 23 - Jan. 3	Winter Break
January 6	Extended Learning
April 7-11	Spring Break

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		
August	21		21
September	20	1	21
October	18		18
November	16	1	17
December	15	1	16
January	18	1	19
February	19		19
March	20		20
April	17		17
May	15		15
June	0		
Contract Days from July 1 to June 30	179	4	183

MAKE-UP DAYS: Employees are advised not to make plans for any of these days: Feb. 28; March 3; May 22 - June 4.

Henderson County Schools 2024-2025 Personnel Calendar F

Food Service Assistant

July 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			

August 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

September 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					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Convocation Day for Staff (Required)	
August 2	
Closing Day for Staff (Required)	
May 21	
First/Last Day for Students	
August 7	May 20
Paid Holidays	
September 2	Labor Day
November 28	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 5	Pres. Election Day
November 29	Thanksgiving
December 24 & 31	Christmas & New Year's Eve
January 20	M.L. King, Jr. Day
May 26	Memorial Day
School Breaks & No School Days	
October 7-11	Fall Break
November 4	PD Day
November 27	Thanksgiving
Dec. 23 - Jan. 3	Winter Break
January 6	Extended Learning
April 7-11	Spring Break

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	0		
August	20		20
September	20	1	21
October	18		18
November	16	1	17
December	15	1	16
January	18	1	19
February	19		19
March	20		20
April	17		17
May	15		15
June	0		
Contract Days from July 1 to June 30	178	4	182

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

MAKE-UP DAYS: Employees are advised not to make plans for any of these days: Feb. 28; March 3; May 22 - June 4.

Henderson County Schools 2024-2025 Personnel Calendar G

Program Assistant II, Instructional Assistant I II, Instructional Monitor II, Clerical Asst II
Comp. Lab Tech., 181 Custodian, Health Svcs Asst., Educational Interpreter, Receptionist

July 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			

August 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 2	
Closing Day for Staff (Required)	
May 21	
First/Last Day for Students	
August 7	May 20
Paid Holidays	
September 2	Labor Day
November 28	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 5	Pres. Election Day
November 29	Thanksgiving
December 24 & 31	Christmas & New Year's Eve
January 20	M.L. King, Jr. Day
May 26	Memorial Day
School Breaks & No School Days	
October 7-11	Fall Break
November 4	PD Day
November 27	Thanksgiving
Dec. 23 - Jan. 3	Winter Break
January 6	Extended Learning
April 7-11	Spring Break

September 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					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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		
August	19		19
September	20	1	21
October	18		18
November	16	1	17
December	15	1	16
January	18	1	19
February	19		19
March	20		20
April	17		17
May	15		15
June	0		
Contract Days from July 1 to June 30	177	4	181

MAKE-UP DAYS: Employees are advised not to make plans for any of these days: Feb. 28; March 3; May 22 - June 4.

Henderson County Schools 2024-2025 Personnel Calendar H

Bus Driver, Bus Monitor

July 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			

August 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

September 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					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Convocation Day for Staff (Not Required)	
August 2	
Closing Day for Staff (Not Required)	
May 21	
8 Hour Update	
July 23	
First/Last Day for Students	
August 7	May 20
Paid Holidays	
September 2	Labor Day
November 28	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 5	Pres. Election Day
November 29	Thanksgiving
December 24 & 31	Christmas & New Year's Eve
January 20	M.L. King, Jr. Day
May 26	Memorial Day
School Breaks & No School Days	
October 7-11	Fall Break
November 4	PD Day
November 27	Thanksgiving
Dec. 23 - Jan. 3	Winter Break
January 6	Extended Learning
April 7-11	Spring Break

MONTH	WORK DAYS	HOLIDAY	TOTAL
July	1		
August	18		18
September	20	1	21
October	18		18
November	16	1	17
December	15	1	16
January	18	1	19
February	19		19
March	20		20
April	17		17
May	14		14
June	0		
Contract Days from July 1 to June 30	176	4	180

MAKE-UP DAYS: Employees are advised not to make plans for any of these days: Feb. 28; March 3; May 22 - June 4.

Henderson County Schools 2024-2025 Personnel Calendar I

Lunchroom Monitor, Law Enforcement Officer, Crossing Guard

July 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			

August 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 (Not Required)	
August 2	
Closing Day for Staff (Not Required)	
May 21	
First/Last Day for Students	
August 7	May 20
Paid Holidays	
September 2	Labor Day
November 28	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 5	Pres. Election Day
November 29	Thanksgiving
December 24 & 31	Christmas & New Year's Eve
January 20	M.L. King, Jr. Day
May 26	Memorial Day
School Breaks & No School Days	
October 7-11	Fall Break
November 4	PD Day
November 27	Thanksgiving
Dec. 23 - Jan. 3	Winter Break
January 6	Extended Learning
April 7-11	Spring Break

September 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					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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
July	0
August	18
September	20
October	18
November	16
December	15
January	18
February	19
March	20
April	17
May	14
June	0
Contract Days from July 1 to June 30	175

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

MAKE-UP DAYS: Employees are advised not to make plans for any of these days: Feb. 28; March 3; May 22 - June 4.

Henderson County Schools 2024-2025 Personnel Calendar J

140 Preschool: Food Service Asst, Lunch Monitor, Custodian, Instructional Asst. II,
Preschool Bus Driver, Preschool Bus Monitor; 151: Preschool Nurse

July 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			

August 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 2	
Closing Day for Staff (Required)	
May 21	
8 Hour Update for Bus Driver/Monitor	
July 23	
First/Last Day for Students	
August 26 May 20	
Paid Holidays	
September 2	Labor Day
November 28	Thanksgiving
December 25	Christmas
January 1	New Year's Day
Non Work Days - All Offices Closed	
July 4	Independence Day
November 5	Pres. Election Day
November 29	Thanksgiving
December 24 & 31	Christmas & New Year's Eve
January 20	M.L. King, Jr. Day
May 26	Memorial Day
School Breaks & No School Days	
October 7-11	Fall Break
November 4	PD Day
November 27	Thanksgiving
Dec. 23 - Jan. 3	Winter Break
January 6	Extended Learning
April 7-11	Spring Break

September 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					

October 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		

November 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

December 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				

January 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	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 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	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 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	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 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	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 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	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	9		9
September	16	1	17
October	15		15
November	12	1	13
December	12	1	13
January	14	1	15
February	16		16
March	16		16
April	14		14
May	12		12
June	0		0
Contract Days from July 1 to June 30	136	4	140

Preschool Bus Driver/Monitor You will work on 7/23 for the 8 hour update. This will be exchanged for 8/19.

Preschool Nurse will work 7/31 and an additional 10 days to be determined by Principal/CO Director.

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

MAKE-UP DAYS: Employees are advised not to make plans for any of these days: Feb. 28; March 3; May 22 - June 4.