

# 2019-2020 12-Month Employee Calendar



## 2019-2020 Work Calendar for non-school based 12-month Employees and Principal/Assistant Principals:

Central office; principals/assistant principals; security office and field personnel; adult education; CTE; exceptional education admin, office support, school psychologists; athletics; custodians, all maintenance employees; early learning admin, office support, family advocates; student intervention personnel; directors and coordinators, professional development office support; federal programs operations personnel.

**12-Month employees are expected to work every week day from July 1 to June 30, except for paid holidays, special paid holidays are designated by Dr. Bedell or days in which an employee utilizes PTO or vacation pay.**

HOLIDAYS	
July 4-5	Independence Day
September 2	Labor Day
November 27 - 29	Thanksgiving Break
December 23 - January 3	Winter Break
January 20	Martin Luther King, Jr. Day
February 17	President's Day
April 10	Spring Holiday
May 25	Memorial Day

- District paid holidays are highlighted
- Dr. Bedell paid holidays designated for the 2019-2020 school year (These are determined on an annual basis)

### JULY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### JANUARY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### FEBRUARY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### MARCH 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MAY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

### JUNE 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## INCLEMENT WEATHER DAY PROCEDURE

**12-Month employees shall report for work** at the regular start time unless notified by their supervisor at the direction of the Superintendent. If road conditions are hazardous, the Superintendent may call for delayed arrival and employees may report to work at 10:00 am. On inclement weather days when the district office is open, 12-month employees may use any available vacation/PTO time if they choose not to report. We encourage all employees to remain safe. **Working at home is not an option to receive pay.**

## SEIU EMPLOYEES

All SEIU employees are deemed essential employees, except Child Nutrition Employees, and all such essential SEIU employees, whether less than 12-month employees, and whether at school sites or non-school sites, that are closed due to inclement weather condition or emergencies, shall report to work.