



CUSTODIAN & MAINTENANCE CALENDER 2019-2020

Number of Paid Workdays

260 total paid days (includes paid holidays)

Beginning and Ending Dates

September 1, 2019

August 31, 2020

Paid Holidays

DATES	HOLIDAYS	NUMBER OF PAID HOLIDAYS
September 2, 2019	Labor Day	1
*November 28, 2019	Thanksgiving	1
December 24, 2019-January 1, 2020	Winter Break	7
January 20, 2020	Martin Luther King	1
April 10, 2020	(Good Friday) Easter	1
May 25, 2020	Memorial Day	1
July 3, 2019	Independence Day	1
Total Paid Holidays		13

***NOTE:** There is one extra rest day in the calendar for the 260-day employees this year. Please note that Friday, November 29, 2019 will be taken off as a non-work day.

SPECIAL NOTICES

The two checks received in August 2019 are from the 2018-2019 school year.

Absences keyed for the September 15th paycheck are absences from the last two weeks in August.

New year state and local days are effective September 1, 2019.

New year salary adjustments are paid on the September 15th paycheck.

Each employee is responsible for scanning in and out of Kronos timekeeping. All regular and overtime hours are calculated based upon employee's scan in and out times.

ALL OVERTIME INPUT SHOULD BE COMPLETED BY THE SECOND DAY AFTER THE PAY DAY ENDS.