



## TRANSPORTATION CALENDAR 2019-2020

### Number of Paid Workdays

180 total paid days

### Beginning and Ending Dates

August 5, 2019

May 21, 2020

**\*NON WORK DAY 8/6/19**

### OFF DAYS – NO PAY

DATE	HOLIDAY (OFF-DAY)
September 2, 2019	Labor Day
October 4, 2019	Professional Development
November 25 - 29, 2019	Thanksgiving
December 19, 2019 – January 2, 2020	Winter Break
January 20, 2020	Martin Luther King Holiday
January 27, 2020	TET/Comp Day/Student Holiday
February 10, 2020	Professional Development
March 9 – March 13, 2020	Spring Break
April 10, 2020	(Good Friday) Easter Holiday
April 13, 2020	Staff/Student Holiday

### SPECIAL NOTICES

Days worked prior to August 16, 2019 will be paid as additional hours on August 31<sup>st</sup> paycheck.

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

**ALL ADDITIONAL HOURS WORKED MUST BE SCANNED THROUGH THE KRONOS TIME KEEPING SYSTEM. THIS IS THE ONLY WAY THESE HOURS WILL BE PAID.**

**New state and local sick leave days for the 2019-2020 school year will be effective September 1, 2019.**

**New available sick days for the 2019-2020 school year will be added to your September 13<sup>th</sup> paycheck. All absences in August will be posted against the September 13<sup>th</sup> paycheck.**

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

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