



**2020-21
USE OF NON-STUDENT TIME**

Implementation Procedures

SUMMARY OF NON-STUDENT TIME
2020-21

Contracted Scheduled Non-Student Days

DATE	DAY OF WEEK	PURPOSE	OTHER INFORMATION	I, DB or ER Day
September 1,2, 3, 2020	Tues, Wed, Thurs	Non student days	Supplemental pay, no leaves*	DB/I
September 8	Tuesday	Non-Student Day	Base contract, leaves apply	DB/I
September 23	Wednesday	Early Release	Base contract, leaves apply	ER/DB
October 14	Wednesday	Early Release	Base Contract, leaves apply	ER/I
October 28	Wednesday	Non student day	Base contract, leaves apply	DB/I
November 18	Wednesday	Early Release	Base contract, leaves apply	ER/I
December 9	Wednesday	Early Release	Base contract, leaves apply	ER/DB
January 27, 2021	Wednesday	Early Release	Base contract, leaves apply	ER/I
February 3	Wednesday	Non student day	Supplemental pay, no leaves*	I/I
February 24	Wednesday	Early Release	Base contract, leaves apply	ER/DB
March 17	Wednesday	Non student day	Supplemental pay, no leaves	DB/I
March 31	Wednesday	Early Release	Base contract, leaves apply	ER/I
April 14	Wednesday	Early Release	Base contract, leaves apply	ER/I
May 5	Wednesday	Early Release	Base contract, leaves apply	ER/I
May 19	Wednesday	Non student day	Base contract, leaves apply	DB/I
June 9	Wednesday	Early Release	Base contract, leaves apply	ER/DB
June 24 (or last day of school)	Thursday	Early Release	Base contract, leaves apply	ER/I

* *If an employee is unable to work a supplemental day, the supervisor will provide make-up opportunities. A one-week prior notification by the employee is required, except for illness or emergency. Make-up opportunities will be scheduled and designed by the supervisor with input by the staff member.*

** *I = Individual time*

DB = District/Building time

*** *ER = Early Release for Students*

NOTE: All non-student, supplemental days are scheduled from 7:30a.m.-3:00 p.m. for all employees.

