

## Office Manager Work Calendar 2023-2024

214 Days (207 work days & 7 paid holidays)

July 3, 2023 - June 14, 2024

| July         |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 20 work days |    |    |    |    |    |    |
| S            | M  | T  | W  | T  | 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       |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 21 work days |    |    |    |    |    |    |
| S            | M  | T  | W  | T  | 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                   |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| 18 work days/1 paid holiday |    |    |    |    |    |    |
| S                           | M  | T  | W  | T  | 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      |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 16 work days |    |    |    |    |    |    |
| S            | M  | T  | W  | T  | 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                     |    |    |    |    |    |    |
|------------------------------|----|----|----|----|----|----|
| 18 work days/2 paid holidays |    |    |    |    |    |    |
| S                            | M  | T  | W  | T  | 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     |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 13 work days |    |    |    |    |    |    |
| S            | M  | T  | W  | T  | 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                     |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| 17 work days/1 paid holiday |    |    |    |    |    |    |
| S                           | M  | T  | W  | T  | 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                    |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| 19 work days/1 paid holiday |    |    |    |    |    |    |
| S                           | M  | T  | W  | T  | 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 |    |    |

| March        |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 15 work days |    |    |    |    |    |    |
| S            | M  | T  | W  | T  | 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        |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 20 work days |    |    |    |    |    |    |
| Su           | Mo | Tu | We | Th | Fr | Sa |
|              | 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                         |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| 20 work days/1 paid holiday |    |    |    |    |    |    |
| Su                          | Mo | Tu | We | Th | Fr | Sa |
|                             |    |    | 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         |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 10 work days |    |    |    |    |    |    |
| Su           | Mo | Tu | We | Th | Fr | Sa |
|              |    |    |    |    |    | 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           |    |    |    |    |    |    |

Paid Holiday

No Work/Unpaid

|  |   |
|--|---|
| July 3 Report to Work<br>August 7 First Day of School<br>September 4 Labor Day<br>October 16-17 & 19-20 Fall Break<br>November 23-24 Thanksgiving Break<br>December 25 - Winter Break<br>January 2 & 4-5 | January 15 Martin Luther King, Jr. Day<br>February 19 President's Day<br>March 18-19 & 21-22 Spring Break<br>May 23 Last Day of School<br>May 27 Memorial Day<br>6/14/2022 Last Day of Work |
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\*Office Managers work four, 10-hour days per week (Monday - Thursday) for the following weeks:  
 7/10/23-7/14/23, 7/17/23-7/21/23, 7/24/23-7/28/23, 6/3/24-6/7/24, 6/10/24-6/14/24.

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